Two-Year Academic Course Schedule  
Fall 2020 through Summer 2022

Program: Business (which includes the following prefixes - BTE, BUS, MAT 112)  
Program Chair: Ellen Swieter  
Campus Phone Ext. # : 6522

Date Completed: February 12, 2020

Note to students: This schedule is only a guide to the minimum planned course offerings for each program so that you can plan your course of study. These courses will be offered as indicated, but they are not guaranteed to make unless minimum enrollments are met. Please check the current Aims class schedule for class times and additional offerings.

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Fall 2020</th>
<th>Spring 2021</th>
<th>Summer 2021</th>
<th>Fall 2021</th>
<th>Spring 2022</th>
<th>Summer 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTE</td>
<td>102</td>
<td>DISCONTINUED - Contact Continuing Education</td>
<td>2</td>
<td>GR</td>
<td></td>
<td></td>
<td>GR</td>
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<tr>
<td>BTE</td>
<td>108</td>
<td>Ten-Key by Touch</td>
<td>1</td>
<td>GR</td>
<td>Z</td>
<td>GR</td>
<td>Z</td>
<td>GR</td>
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<tr>
<td>BTE</td>
<td>111</td>
<td>DISCONTINUED - Contact Continuing Education</td>
<td>2</td>
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<tr>
<td>BTE</td>
<td>125</td>
<td>Records Management</td>
<td>3</td>
<td>GR</td>
<td>E</td>
<td></td>
<td>GR</td>
<td>D</td>
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<tr>
<td>BTE</td>
<td>155</td>
<td>Word Processing Techniques I</td>
<td>3</td>
<td>GR</td>
<td>D, Z</td>
<td>GR</td>
<td>Z</td>
<td>GR</td>
<td>D, Z</td>
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<tr>
<td>BTE</td>
<td>225</td>
<td>Administrative Office Management</td>
<td>3</td>
<td>GR</td>
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<td>Z</td>
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<tr>
<td>BTE</td>
<td>255</td>
<td>Word Processing Techniques II</td>
<td>3</td>
<td>GR</td>
<td>Z</td>
<td>GR</td>
<td>Z</td>
<td>GR</td>
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Date Completed: February 12, 2020

Campus (Cmp)  | Times  |
-------------|--------|
GR | Morning (7:00 am - Noon) |
FL | Afternoon (Noon - 5:00 pm) |
LV | Day (Time Unspecified) |
O | Evening (Time Unspecified) |
S | Self-directed |
CC | Individually arranged (internship, practicum, etc.) |
ARR | Contact Program Chair (above). Course will be offered when there is sufficient interest to meet class minimum. |
WK | Weekend (varies) |
Z | Alternative Delivery: Hybrid or online course where one or more class sessions may be held on campus. |

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<tbody>
<tr>
<td></td>
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<td></td>
<td>Cmp</td>
<td>Times</td>
<td>Cmp</td>
<td>Times</td>
<td>Cmp</td>
<td>Times</td>
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<tr>
<td>BUS</td>
<td>111</td>
<td>Introduction to Business Presentation Software I</td>
<td>3</td>
<td>CC</td>
<td>D,E,Z</td>
<td>GR</td>
<td>D,E,Z</td>
<td>GR</td>
<td>D,E,Z</td>
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<tr>
<td>BUS</td>
<td>115</td>
<td>Introduction to Business</td>
<td>3</td>
<td>GR</td>
<td>D,E,Z</td>
<td>GR</td>
<td>D,E,Z</td>
<td>GR</td>
<td>D,E,Z</td>
</tr>
<tr>
<td>BUS</td>
<td>216</td>
<td>Legal Environment of Business</td>
<td>3</td>
<td>GR</td>
<td>D,E, WK, Z</td>
<td>GR</td>
<td>D,E,Z</td>
<td>GR</td>
<td>D,E,Z</td>
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<tr>
<td>BUS</td>
<td>217</td>
<td>Business Communication &amp; Report Writing</td>
<td>3</td>
<td>GR</td>
<td>D,E,Z</td>
<td>GR</td>
<td>D,E,Z</td>
<td>GR</td>
<td>D,E,Z</td>
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<tr>
<td>BUS</td>
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<td>Business Statistics</td>
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<td>GR</td>
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<td>E,Z</td>
<td>CC</td>
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<tr>
<td>BUS</td>
<td>281</td>
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<td>ARR</td>
<td>ARR</td>
<td>ARR</td>
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<tbody>
<tr>
<td></td>
<td></td>
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<td>Times</td>
<td>Times</td>
<td>Times</td>
<td>Times</td>
<td>Times</td>
</tr>
<tr>
<td>BUS</td>
<td>289</td>
<td>Capstone</td>
<td>3</td>
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<tr>
<td></td>
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<td>(This class took the place of BTE 257 effective spring 2016)</td>
<td></td>
<td>GR</td>
<td>Z</td>
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<tr>
<td>MAT</td>
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<td>Financial Mathematics</td>
<td>3</td>
<td>GR</td>
<td>D,Z</td>
<td>GR</td>
<td>Z</td>
<td>GR</td>
<td>D,Z</td>
</tr>
</tbody>
</table>

**Prefixes and Campus Times:**
- **GR**: Greeley  
- **FL**: Fort Lupton  
- **LV**: Loveland  
- **O**: Other  
- **M**: Morning (7:00 am - Noon)  
- **A**: Afternoon (Noon - 5:00 pm)  
- **D**: Day (Time Unspecified)  
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