

**Two-Year Academic Course Schedule
Fall 2017 through Summer 2019**

Program: Business (which includes the following prefixes - BTE, BUS, MOT)

Program Chair: Ellen Swieter

Campus Phone Ext. # : 6522

Date Completed: 3-22-2017

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.

Campus (Cmp)

GR	Greeley
FL	Fort Lupton
LV	Loveland
O	Other

Times

M	Morning	(7:00 am - Noon)
A	Afternoon	(Noon - 5:00 pm)
D	Day	(Time Unspecified)
S	Self-directed	
ARR	Individually arranged (internship, practicum, etc.)	
CC	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	

Prefix	Course Number	Course Title	Credits	Fall 2017		Spring 2018		Summer 2018		Fall 2018		Spring 2019		Summer 2019	
				Cmp	Times	Cmp	Times	Cmp	Times	Cmp	Times	Cmp	Times	Cmp	Times
BTE	102	Keyboarding Applications I	2	GR	Z	GR	Z	GR	Z	GR	Z	GR	Z	GR	Z
BTE	108	Ten-Key by Touch	1	GR	Z	GR	Z	GR	Z	GR	Z	GR	Z	GR	Z
BTE	111	Keyboarding Speedbuilding I	2	GR	Z	GR	Z	GR	Z	GR	Z	GR	Z	GR	Z
BTE	125	Records Management	3	GR	Z					GR	Z				
BTE	155	Word Processing Techniques I	3	GR	D, Z	GR	Z			GR	D, Z	GR	Z		
BTE	225	Administrative Office Management	3	GR	Z					GR	Z				
BTE	255	Word Processing Techniques II	3			GR	Z	GR	Z			GR	Z	GR	Z
BUS	111	Introduction to Business Presentation Software I	3			GR	Z					GR	Z		
BUS	115	Introduction to Business	3	GR	D,E,Z	GR	D,E,Z	GR	D,E,Z	GR	D,E,Z	GR	D,E,Z	GR	D,E,Z

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				Cmp	Times	Cmp	Times	Cmp	Times	Cmp	Times	Cmp	Times	Cmp	Times
BUS	216	Legal Environment of Business	3	GR	D,E,Z	GR	D,E,Z	GR	D,E,Z	GR	D,E,Z	GR	D,E,Z	GR	D,E,Z
BUS	217	Business Communication & Report Writing	3	GR	D,E,Z	GR	D,E,Z	GR	D,E,Z	GR	D,E,Z	GR	D,E,Z	GR	D,E,Z
BUS	226	Business Statistics	3	SEE THE MATH DEPARTMENT SCHEDULE/THIS CLASS IS USUALLY STACKED WITH MAT 135											
BUS	281	Internship	2	GR	Z	GR	Z	GR	Z	GR	Z	GR	Z	GR	Z
BUS	289	Capstone (This class took the place of BTE 257 effective spring 2016)	3			GR	Z					GR	Z		
MAT	112	Financial Mathematics	3	GR	D	GR	D,Z	GR	Z	GR	D,Z	GR	D,Z	GR	Z
MOT	110	Medical Office Administration - This class is now MAP 110 - see the Allied Health Two Year Schedule for more information	4												

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				Cmp	Times	Cmp	Times	Cmp	Times	Cmp	Times	Cmp	Times	Cmp	Times
MOT	120	Medical Office Financial Management - This class is now MAP 120, and is four credits - see the Allied Health Two Year Schedule for more information	3												
MOT	130	Insurance Billing and Coding - this class has been discontinued	3												
MOT	132	Medical Transcription I	4	CC - contact the program chair for more information											