

| Business Technology eMAP for Diploma | |
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| Complete any required Learning Support courses. Then, | |
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| 1st Semester | Hours |
| COMP 1000 - Introduction to Computers *NOTE this class must be completed in the first semester of the program. | 3 |
| ENGL 1010 - Fundamentals of English I or ENGL 1101 - Composition & Rhetoric | 3 |
| MGMT 1120 - Introduction to Business | 3 |
| MATH 1012 - Foundations of Mathematics or MATH 1111 - College Algebra | 3 |
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| 2nd Semester | Hours |
| BUSN 1460 - Keyboarding & Document Formatting | 4 |
| BUSN 1450 - Computer Applications for the Business Professional (Fall & Spring only) | 4 |
| BUSN 2150 - Social Media and Electronic Communication | 3 |
| Choose one course from the program guided electives. | 3 |
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| 3rd Semester | Hours |
| ACCT 1100 – Financial Accounting I | 4 |
| BUSN 1240 – Office Procedures (Fall & Spring only) | 3 |
| BUSN 1470 - Professional Communication Skills (Fall & Spring only) | 3 |
| BUSN 2190 - Business Document Proofreading & Editing (Fall only) | 3 |
| PSYC 1010 - Basic Psychology or PSYC 1101 - Introductory Psychology | 3 |
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| Program Guided Electives | Hours |
| ACCT 2145 - Personal Finance | 3 |
| BUSN 1250 - Records Management (Summer only) | 3 |
| BUSN 2130 - Expert Spreadsheet Analysis (Fall only) | 3 |
| BUSN 2140 - Expert Word Processing (Spring only) | 3 |
| BUSN 2235 - Business Administrative Assistant Internship | 3 |
| BUSN 2240 - Business Administrative Assistant Internship I | 4 |
| BUSN 2250 - Business Administrative Assistant Internship II | 6 |
| CIST 1510 - Web Design I | 3 |
| MGMT 1100 - Principles of Management | 3 |
| MGMT 1105 - Organizational Behavior | 3 |
| MGMT 2115 - Human Resource Management | 3 |
| MGMT 2130 - Employee Training & Development | 3 |
| MGMT 2210 - Project Management | 3 |
| MKTG 1100 - Principles of Marketing | 3 |
| MKTG 1130 - Business Regulations & Compliance | 3 |
| MKTG 1190 - Marketing Communications | 3 |
| MKTG 2500 - Analyzing Social Media | 3 |