

Business Technology eMAP for Diploma

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
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
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
Program Guided Electives	Hours
ACCT 2145 - Personal Finance	3
BUSN 2130 - Expert Spreadsheet Analysis (Fall only)	3
BUSN 2140 - Expert Word Processing (Spring only)	3
BUSN 2235 - Business Administrative Assistant Internship	3
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