

# Business Technology

## Annual Schedule 2026 - 2028



BUSN Courses	Summer		Fall 2026	Spring 2027	Summer		Spring 2028
	Spring 2026	2026			2027	Fall 2027	
1240: Office Procedures	YES	NO	YES	YES	NO	YES	YES
1450: Computer Applications for the Business Professional	YES	NO	YES	YES	NO	YES	YES
1460: Keyboarding & Document Formatting	YES	YES	YES	YES	YES	YES	YES
1470: Professional Communication Skills	YES	YES	YES	YES	YES	YES	YES
2130: Expert Spreadsheet Analysis	NO	NO	YES	NO	NO	YES	NO
2140: Expert Word Processing	YES	NO	NO	YES	NO	NO	YES
2150: Social Media and Electronic Communication	YES	YES	YES	YES	YES	YES	YES
2190: Business Document Proofreading & Editing	NO	NO	YES	NO	NO	YES	NO
2235: Business Administrative Assistant Internship	YES	YES	YES	YES	YES	YES	YES
2250: Business Administrative Assistant Internship II	NO	YES	NO	NO	YES	NO	NO
2290: Applied Business Technology	YES	NO	NO	YES	NO	NO	YES

Green Yes Boxes - Course is offered

Gray No Boxes - Course is not offered

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This annual schedule, along with your program's eMap and regular meetings with an advisor, will assist you in planning so that you can complete your program of study as quickly as possible.