

BUSINESS SPECIALIST

Are you ready to be sitting at a desk in an office organizing paperwork, greeting customers, and managing all the things that make an office run efficiently? Then we are ready to lead your way to a Life. Changing. career in Office Management at Indian Hills!

YEAR ONE

TERM	CLASS	NAME	CREDITS	DAYS	TIME
FALL	CSC 110	Introduction to Computers	3	MW	08:00 - 09:50
	ACC 121	Principles of Accounting I	3	TTH	08:00 - 09:50
WINTER	ADM 133	Business Math and Calculators	3	MW	08:00 - 09:50
	BCA 142	Spreadsheets	3	TTH	08:00 - 09:50
SPRING	ACC 311	Computer Accounting	3	MW	08:00 - 09:50
	SPC XXX	Speech Elective*	3	TTH	08:00 - 09:50
	ADM 108	Keyboarding Skill Development	1	WWW	WWW

YEAR TWO

TERM	CLASS	NAME	CREDITS	DAYS	TIME	
FALL	BCA 134	Word Processing	3	MW	08:00 - 09:50	
	ACC 160	Payroll Accounting	2	TTH	08:00 - 09:50	
	-----Accelerated Option**-----					
	MAT XXX	Approved Mathematical Reasoning Course	3	MW	10:00 - 11:50	
WINTER	ADM 159	Proofreading and Editing	3	TTH	10:00 - 11:50	
	ADM 162	Office Procedures	3	MW	08:00 - 09:50	
	ENV 105	Introduction to Environmental Science (Lecture)	2	TTH	08:00 - 09:20	
	ENV 106	Introduction to Environmental Science (Lab)	1	TTH	09:30 - 10:40	
	ADM 123	Document Formatting	3	WWW	WWW	
-----Accelerated Option**-----						
SPRING	BUS 128	Foundation to Entrepreneurship	3	WWW	WWW	
	BCA 167	Comprehensive Databases	3	MW	08:00 - 09:50	
	ENG 101	Elements of Writing	3	TTH	08:00 - 09:50	
	ADM 221	Career Development Skills	2	WWW	WWW	
	-----Accelerated Option**-----					
	XXX XXX	Approved Culture Course	3	MW/TTH	10:00 - 11:50	
ECN 120	Principles of Macroeconomics	3	MW/TTH	10:00 - 11:50		

AWARD: BUSINESS SPECIALIST DIPLOMA

*Choose either SPC 101 (Fundamentals of Oral Communication) or SPC 112 (Public Speaking)

**Optional 10:00 - 11:50 classes are available for Senior students. These classes are available to students who wish to accelerate their college career even further. Check with your assigned IHCC mentor to see if this plan would be appropriate for you.

It is the policy of Indian Hills Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion, and actual or potential parental, family, or marital status in its programs, activities, or employment practices as required by the Iowa Code §§216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681 - 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

If you have questions or complaints related to compliance with this policy, please contact Director, Human Resources/Equity Coordinator (staff), 525 Grandview Ave, Ottumwa, IA 52501, 683-5108, hrequity@indianhills.edu; Dean, Student Affairs (students), 683-5159, studentsequity@indianhills.edu; Dean, Learning Services (students with disabilities), 683-5174, learningservicesequity@indianhills.edu; U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312/730-1560, fax 312/730-1576.



Business Specialist Curriculum

100% COMPLETED

Diploma | Total Credits: 38 | Location: Ottumwa and Centerville Campuses | Start Terms: All Terms

TERM I TOTAL CREDITS: 13

ACC 121	Principles of Accounting I	3	<input checked="" type="checkbox"/>
ADM 108	Keyboarding Skill Development	1	<input checked="" type="checkbox"/>
ADM 133	Business Math and Calculators	3	<input checked="" type="checkbox"/>
BCA 142	Spreadsheets	3	<input checked="" type="checkbox"/>
CSC 110	Introduction to Computers	3	<input checked="" type="checkbox"/>

TERM III TOTAL CREDITS: 14

ACC 311	Computer Accounting	3	<input checked="" type="checkbox"/>
ADM 123	Document Formatting	3	<input checked="" type="checkbox"/>
ADM 221	Career Development Skills	2	<input checked="" type="checkbox"/>
BCA 167	Comprehensive Databases	3	<input checked="" type="checkbox"/>
ENG 101	Elements of Writing	3	<input checked="" type="checkbox"/>

TERM II TOTAL CREDITS: 11

ACC 160	Payroll Accounting	2	<input checked="" type="checkbox"/>
ADM 162	Office Procedures	3	<input checked="" type="checkbox"/>
BCA 134	Word Processing	3	<input checked="" type="checkbox"/>
SPC 101	Fundamentals of Oral Communication OR	3	<input checked="" type="checkbox"/>
	Public Speaking (SPC 112)	3	<input type="checkbox"/>

OPTIONAL COURSE

BUS 128	Foundation to Entrepreneurship	3	<input checked="" type="checkbox"/>
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Business Specialist/Office Management Curriculum

75% COMPLETED

Associate of Applied Science Degree | Total Credits: 72 | Location: Ottumwa Campus | Start Terms: All Terms

TERM I TOTAL CREDITS: 13

ACC 121	Principles of Accounting I	3	<input checked="" type="checkbox"/>
ADM 108	Keyboarding Skill Development	1	<input checked="" type="checkbox"/>
ADM 133	Business Math and Calculators	3	<input checked="" type="checkbox"/>
BCA 142	Spreadsheets	3	<input checked="" type="checkbox"/>
CSC 110	Introduction to Computers	3	<input checked="" type="checkbox"/>

TERM IV TOTAL CREDITS: 13

ADM 148	Transcription	2	<input type="checkbox"/>
BCA 138	Advanced Word Processing Applications	3	<input type="checkbox"/>
ENG 105	Composition I	3	<input type="checkbox"/>
XXX XXX	Approved Scientific Systems Course	3	<input checked="" type="checkbox"/>
XXX XXX	Approved Elective	2	<input checked="" type="checkbox"/>

TERM II TOTAL CREDITS: 14

ACC 160	Payroll Accounting	2	<input checked="" type="checkbox"/>
ACC 311	Computer Accounting	3	<input checked="" type="checkbox"/>
ADM 162	Office Procedures	3	<input checked="" type="checkbox"/>
BCA 134	Word Processing	3	<input checked="" type="checkbox"/>
BCA 178	Presentation Software	3	<input type="checkbox"/>

TERM V TOTAL CREDITS: 10

ADM 159	Proofreading and Editing	3	<input checked="" type="checkbox"/>
ADM 221	Career Development Skills	2	<input checked="" type="checkbox"/>
SPC 101	Fundamentals of Oral Communication OR	3	<input checked="" type="checkbox"/>
	Public Speaking (SPC 112)	3	<input type="checkbox"/>
XXX XXX	Approved Elective	2	<input checked="" type="checkbox"/>

TERM III TOTAL CREDITS: 12

ADM 123	Document Formatting	3	<input checked="" type="checkbox"/>
BCA 167	Comprehensive Databases	3	<input checked="" type="checkbox"/>
ENG 101	Elements of Writing	3	<input checked="" type="checkbox"/>
XXX XXX	Approved Mathematical Reasoning Course	3	<input checked="" type="checkbox"/>

TERM VI TOTAL CREDITS: 10

ADM 180	Administrative Management	3	<input type="checkbox"/>
ADM 900	Internship OR	4	<input type="checkbox"/>
	Individual Projects (ADM 929)	4	<input type="checkbox"/>
XXX XXX	Approved Culture Course	3	<input checked="" type="checkbox"/>

OPTIONAL COURSE

BUS 128	Foundation to Entrepreneurship	3	<input type="checkbox"/>
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2018-19 College Catalog and Student Handbook. Curriculum is subject to change.

DID YOU KNOW THAT IF YOU'RE TAKING INDIAN HILLS CLASSES WHILE STILL IN HIGH SCHOOL, YOU ALREADY QUALIFY FOR A

\$1,000 SCHOLARSHIP TO INDIAN HILLS

CHECK OUT THE MINIMUM QUALIFICATIONS AND APPLY TODAY: WWW.INDIANHILLS.EDU/SCHOLARSHIPS

