

ANNUAL SCHEDULE

2016-2017



Community Colleges of Spokane
Spokane Falls Community College

SPOKANE FALLS COMMUNITY COLLEGE

**Business Technology &
Business Management**

Information Technology

Early Childhood Education

Health/Fitness Technician

Graphic Design

SUMMER CLASSES BEGIN JULY 5, 2016

spokanefalls.edu



INFORMATION TECHNOLOGY

**Please see the current class schedule for the availability of the courses noted below including dates and times. For more information about the list of approved/suggested electives, please see your faculty advisor.*

Schedule Key: ☼ Day (may include hybrid) ☾ Evening ☽ Online ☼ Flex (on-ground class that may be taken online)

First Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
IS 101	Planning For Information Technology Students	1.0		☼	☼	☼
IS 103	Information Technology Fundamentals	5.0		☼	☼	☼
IS 105	Application for IT I	3.0		☼	☼	☼
BT 100	Beginning Keyboarding	1.0	See quarterly schedule			
ENGL&101	English Composition I	5.0	☼ ☾ ☽	☼ ☾ ☽	☼ ☾ ☽	☼ ☾ ☽
Total		15				
Second Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
IS 107	Application for IT II	3.0		☼	☼	☼
IS 132	Computer Ethics & Law	5.0	☼		☼	☼
IS 140	Computer and Network Support	5.0		☼	☼	
IS 144	Programing Fundamentals	3.0		☼	☼	☼
Total		16				
Third Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
CS 121	UNIX/Linux	3.0		☼	☼	☼
IS 162	Data Communications and Networks	3.0		☼	☼	☼
IS 210	Internet Programming I	5.0		☼	☼	☼
ENGL&235	Technical Writing	5.0	See quarterly schedule			
Total		16				
Fourth Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
CS 223	Programming for IT	5.0	☼	☼		☼
IS 260	Database Theory	5.0		☼	☼	☼
IS 262	Network Management	5.0		☼	☼	☼
Total		15				
Fifth Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
IS 234	Computer Forensics I	5.0		☼	☼	☼
IS 244	Network Security I	5.0		☼	☼	
MATH 098	Algebra III	5.0	See quarterly schedule			
Total		15				
Sixth Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
IS 228	Internet Servers	5.0		☼	☼	☼
IS 245	Network Security II	5.0			☼	☼
IS266	Cooperative Education Seminar	1.0	☼	☼	☼	☼
IS 267	Cooperative Education Work Experience	2.0	☼	☼	☼	☼
PHYS 100	Introductory Physics	5.0	See quarterly schedule			
Total		18				
Information Technology Degree		95	<i>(no electives)</i>			

**Subject to change. Please check with your advisor/counselor for more information.*

BUSINESS TECHNOLOGY – OFFICE ASSISTANT

**Please see the current class schedule for the availability of the courses noted below including dates and times. For more information about the list of approved/suggested electives, please see your faculty advisor.*

Schedule Key: ☼ Day (may include hybrid) ☾ Evening ☽ Online ☼ Flex (on-ground class that may be taken online)

First Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
BT 101	Keyboarding	5.0	☼ ☽	☼ ☽	☼ ☽	☼ ☽
BT 155	Records Information Management	3.0		☼		☽
BUS 122	Practical Business Math	3.0	☼ ☽	☼ ☽	☼ ☽	☼ ☽
CAPPS 100	Beginning Computer Skills	2.0		☼ ☽	☼ ☽	☼ ☽
GENST 114	Thriving in College	2.0		☼ ☽	☽	☽

Total 15

Second Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
BT 102	Document Processing	5.0	☼ ☽	☼ ☽	☼ ☽	☼ ☽
CAPPS 180	Outlook	2.0		☽	☽	
	*CAPPS Electives	2.0				
	*Communication Electives	5.0		☼ ☽	☼ ☽	☼ ☽

Total 14

Third Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
BT 160	Job Preparation Techniques	3.0		☽		☼ ☽
BT 231	Office Procedures I	5.0		☽		☼
BT 272	Business Correspondence	5.0		☼	☽	☼
	*Computation Elective	3-5				☼

Total 16-18

Office Assistant Certificate 45-47

*Communication Electives		Cr	Sum 16	Fall 16	Win 17	Spr 17
BT 107	Business Communication	5.0		☼ ☽	☼ ☽	☼ ☽
ENGL&101	English Composition I	5.0	☼ ☾ ☽	☼ ☾ ☽	☼ ☾ ☽	☼ ☾ ☽

*Computation Electives		Cr	Sum 16	Fall 16	Win 17	Spr 17
ACCT 103	Fundamental Bookkeeping Procedures					☼
ACCT&201	Principles of Accounting I	5.0	☽	☼ ☽	☼ ☽	☼ ☽
BUS 122	Practical Business Math	3.0	☼ ☽	☼ ☽	☼ ☽	☼ ☽
BUS 123	Practical Business Math Applications	5.0	☼ ☽	☼ ☽	☼ ☽	☼ ☽
BUS 124	Intermediate Business Math I	3.0	☼ ☽	☼ ☽	☼ ☽	☼ ☽
CAPPS 151	Excel I	2.0	☼ ☽	☼ ☽	☼ ☽	☼ ☽
MATH&107	Math in Society	5.0				

*Electives		Cr	Sum 16	Fall 16	Win 17	Spr 17
ACCT 141	QuickBooks	1-5				
BT 172	Publisher	2.0	☼	☼	☼	☼
CAPPS 141	Word I	2.0	☼ ☽	☼ ☽	☼ ☽	☼ ☽
CAPPS 142	Word II	2.0	☼ ☽	☼ ☽	☼ ☽	☼ ☽
CAPPS 162	Access II	2.0	☼ ☽	☼ ☽	☼ ☽	☼ ☽
CAPPS 172	PowerPoint II	2.0	☼ ☽	☼ ☽	☼ ☽	☼ ☽
CAPPS 180	Outlook	2.0		☽	☽	
IS 144	Programming Fundamentals	3.0		☼	☼	☼

**Subject to change. Please check with your advisor/counselor for more information.*

ANNUAL SCHEDULE 2016-2017

IS 210	Internet Programming I	1-5		⚙	⚙	⚙
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*Human Relations-Leadership Electives		Cr	Sum 16	Fall 16	Win 17	Spr 17
BUS 105	Principles of Leadership	3.0				
BUS 280	Human Relations in Business	5.0	⚙	⚙ ⚙	⚙ ⚙	⚙ ⚙
MMGT 223	Customer Service	3.0			⚙	⚙

**Subject to change. Please check with your advisor/counselor for more information.*

BUSINESS TECHNOLOGY –

BUSINESS TECHNOLOGY AND SOFTWARE SPECIALIST

**Please see the current class schedule for the availability of the courses noted below including dates and times. For more information about the list of approved/suggested electives, please see your faculty advisor.*

Schedule Key: ☼ Day (may include hybrid) ☾ Evening ☽ Online ☼ Flex (on-ground class that may be taken online)

First Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
BT 101	Keyboarding	5.0	☼ ☽	☼ ☽	☼ ☽	☼ ☽
BUS&101	Intro to Business	5.0	☽	☼ ☽	☼ ☽	☼ ☽
CAPPS 100	Beginning Computer Skills	2.0		☼ ☽	☽	☽
BUS 122	Practical Business Math	3.0	☼ ☽	☼ ☽	☼ ☽	☼ ☽

Total 15

Second Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
BT 107	Business Communication	5.0		☼ ☽	☼ ☽	☼ ☽
BUS 280	Human Relations in Business	5.0	☽	☼ ☽	☼ ☽	☼ ☽
CAPPS 151	Excel I	2.0	☼ ☽	☼ ☽	☼ ☽	☼ ☽
CAPPS 152	Excel II	2.0	☼ ☽	☼ ☽	☼ ☽	☼ ☽
CAPPS 171	PowerPoint I	2.0	☼ ☽	☼ ☽	☼ ☽	☼ ☽

Total 16

Third Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
BT 272	Business Correspondence	5.0		☼	☽	☼
CAPPS 161	Access I	2.0	☼ ☽	☼ ☽	☼ ☽	☼ ☽
MMGT 125	Social Media Marketing	5.0	☽	☽	☽	☽
	*Business Technology Elective	2.0				
	*Computation Elective	3.0				

Total 17

Fourth Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
BT 258	Desktop Publishing	5.0		☼ ☽		
CAPPS 180	Outlook	2.0		☽	☽	
IS 201	Internet Programming	3.0		☼	☼	☼
MMGT 126	Search Engine Marketing	5.0			☽	

Total 15

Fifth Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
BT 255	Business Productivity Tools	3.0			☼	
BT 260	Administrative Office Management	5.0			☼	
CAPPS 162	Access II	2.0	☼ ☽	☼ ☽	☼ ☽	☼ ☽
	*Electives	5.0				

Total 15

Sixth Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
BT 160	Job Preparation Techniques	3.0		☽		☼ ☽
BT 201	Information Processing	5.0				☼
	*Electives	6-8				

Total 14-16

Business Technology and Software Specialist Degree 92-94

**Subject to change. Please check with your advisor/counselor for more information.*

ANNUAL SCHEDULE 2016-2017

*Business Electives		Cr	Sum 16	Fall 16	Win 17	Spr 17
BT 236	Virtual Business Practice	5.0		☞		☞
MMGT 106	How to Start a Small Business	5.0				☞

*Business Technology Electives		Cr	Sum 16	Fall 16	Win 17	Spr 17
ACCT 141	QuickBooks	1-5		☞	☞	☞
ACCT& 201	Principles of Accounting I	5.0	☞	☞	☞	☞
ACCT& 202	Principles of Accounting II	5.0		☞	☞	☞
BT 172	Publisher	2.0	☞	☞	☞	☞
BT 201	Information Processing	5.0				☞
BUS& 201	Business Law	5.0	☞	☞	☞	☞

*Computation Electives		Cr	Sum 16	Fall 16	Win 17	Spr 17
ACCT 103	Fundamental Bookkeeping Procedures	3.0				☞
ACCT& 201	Principles of Accounting I	5.0	☞	☞	☞	☞
BUS 100	Money Management	3.0	☞	☞		
MATH&107	Math in Society	5.0				

*Electives		Cr	Sum 16	Fall 16	Win 17	Spr 17
ACCT 141	QuickBooks	1-5		☞	☞	☞
ACCT& 201	Principles of Accounting I	5.0	☞	☞	☞	☞
BT 172	Publisher	2.0	☞	☞	☞	☞
BT 201	Information Processing	5.0				☞
BT 235	Machine Transcription	5.0	☞	☞	☞	☞
BUS 105	Principles of Leadership	3.0				
BUS& 201	Business Law	5.0	☞	☞	☞	☞
CAPPS 141	Word I	2.0		☞	☞	☞
CAPPS 142	Word II	2.0		☞	☞	☞
CAPPS 241	Word III	2.0		☞	☞	☞
CAPPS 251	Excel III	2.0		☞	☞	☞
CAPPS 261	Access III	2.0		☞	☞	☞
CAPPS 271	PowerPoint III	2.0		☞	☞	☞
IS 103	Information Technology Fundamentals	5.0		☞	☞	☞
IS 132	Computer Ethics & Law	5.0	☞		☞	☞
IS 144	Programming Fundamentals	3.0		☞	☞	☞
MMGT 128	Social Media Marketing Campaign	5.0				☞

**Subject to change. Please check with your advisor/counselor for more information.*

BUSINESS TECHNOLOGY – BUSINESS SOFTWARE APPLICATION (CERTIFICATE)

**Please see the current class schedule for the availability of the courses noted below including dates and times. For more information about the list of approved/suggested electives, please see your faculty advisor.*

Schedule Key: ☼ Day (may include hybrid) ☾ Evening ☽ Online ☿ Flex (on-ground class that may be taken online)

First Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
BT 101	Keyboarding	5.0	☼ ☽	☼ ☽	☼ ☽	☼ ☽
BUS&101	Intro to Business	5.0	☽	☼ ☽	☼ ☽	☼ ☽
CAPPS 100	Beginning Computer Skills	2.0		☼ ☽	☽	☽
	*Computation Elective	3-5				

Total 15-17

Second Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
CAPPS 151	Excel I	2.0	☼ ☽	☼ ☽	☼ ☽	☼ ☽
CAPPS 152	Excel II	2.0	☼ ☽	☼ ☽	☼ ☽	☼ ☽
	*Communication Elective	5.0				
	*Electives	2.0				
	*Human Relations-Leadership Elective	3-5				

Total 12-16

Third Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
BT 272	Business Correspondence	5.0		☼	☽	☼
CAPPS 161	Access I	2.0	☼ ☽	☼ ☽	☼ ☽	☼ ☽
CAPPS 171	PowerPoint	2.0	☼ ☽	☼ ☽	☼ ☽	☼ ☽
MMGT 125	Social Media Marketing	5.0	☽	☽	☽	☽
	*Computation Elective	3.0				

Total 17

Business Software Application Certificate 44-50

*Communication Elective		Cr	Sum 16	Fall 16	Win 17	Spr 17
BT 107	Business Communication	5.0		☼ ☽	☼ ☽	☼ ☽
ENGL&101	English Composition I	5.0	☼ ☾ ☽	☼ ☾ ☽	☼ ☾ ☽	☼ ☾ ☽

*Computation Elective		Cr	Sum 16	Fall 16	Win 17	Spr 17
ACCT 103	Fundamental Bookkeeping Procedures					☼
ACCT&201	Principles of Accounting I	5.0	☽	☼ ☽	☼ ☽	☼ ☽
BUS 122	Practical Business Math	3.0	☼ ☽	☼ ☽	☼ ☽	☼ ☽
BUS 123	Practical Business Math Applications	5.0	☼ ☽	☼ ☽	☼ ☽	☼ ☽
BUS 124	Intermediate Business Math I	3.0	☼ ☽	☼ ☽	☼ ☽	☼ ☽
CAPPS 151	Excel I	2.0	☼ ☽	☼ ☽	☼ ☽	☼ ☽
MATH&107	Math in Society	5.0				

*Electives		Cr	Sum 16	Fall 16	Win 17	Spr 17
ACCT 141	QuickBooks	1-5		☽	☽	☽
BT 172	Publisher	2.0	☼	☼	☼	☼
CAPPS 141	Word I	2.0		☼ ☽	☼ ☽	☼ ☽
CAPPS 142	Word II	2.0		☼ ☽	☼ ☽	☼ ☽
CAPPS 162	Access II	2.0	☼ ☽	☼ ☽	☼ ☽	☼ ☽
CAPPS 172	PowerPoint II	2.0	☼ ☽	☼ ☽	☼ ☽	☼ ☽

**Subject to change. Please check with your advisor/counselor for more information.*

ANNUAL SCHEDULE 2016-2017

CAPPS 180	Outlook	2.0		☞	☞	
IS 144	Programing Fundamentals	3.0		⚙	⚙	⚙
IS 210	Internet Programming I	5.0		⚙	⚙	⚙

*Human Relations-Leadership Electives		Cr	Sum 16	Fall 16	Win 17	Spr 17
BUS 105	Principles of Leadership	3.0				
BUS 280	Human Relations in Business	5.0	☞	⚙ ☞	⚙ ☞	⚙ ☞
MMGT 223	Customer Service	3.0			⚙	⚙

**Subject to change. Please check with your advisor/counselor for more information.*

BUSINESS TECHNOLOGY – ADMINISTRATIVE COMPUTER SPECIALIST

**Please see the current class schedule for the availability of the courses noted below including dates and times. For more information about the list of approved/suggested electives, please see your faculty advisor.*

Schedule Key: ⚙ Day (may include hybrid) 🌙 Evening 📶 Online 🔄 Flex (on-ground class that may be taken online)

First Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
BT 101	Keyboarding	5.0	⚙ 📶	⚙ 📶	⚙ 📶	⚙ 📶
CAPPS 100	Beginning Computer Skills	2.0		⚙ 📶	⚙ 📶	⚙ 📶
	*Computation Elective	3-5				
	*Communication Elective	5.0				

Total 15-17

Second Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
BUS&101	Intro to Business	5.0	📶	⚙ 📶	⚙ 📶	⚙ 📶
CAPPS 141	Word I	2.0	⚙ 📶	⚙ 📶	⚙ 📶	⚙ 📶
CAPPS 171	PowerPoint	2.0	⚙ 📶	⚙ 📶	⚙ 📶	⚙ 📶
IS 103	Information Technology Fundamentals	5.0		⚙	⚙	⚙

Total 14

Third Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
BT 272	Business Correspondence	5.0		⚙	📶	⚙
CAPPS 151	Excel I	2.0	⚙ 📶	⚙ 📶	⚙ 📶	⚙ 📶
CAPPS 152	Excel II	2.0	⚙ 📶	⚙ 📶	⚙ 📶	⚙ 📶
	*Computation Elective	3-5				
	*Human Relation-Leadership Elective	5				

Total 17-19

Fourth Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
BT 258	Desktop Publishing	5.0		⚙ 📶		
CAPPS 161	Access I	2.0	⚙ 📶	⚙ 📶	⚙ 📶	⚙ 📶
CAPPS 162	Access II	2.0	⚙ 📶	⚙ 📶	⚙ 📶	⚙ 📶
IS 144	Programing Fundamentals	3.0		⚙	⚙	⚙
IS 162	Data Communications and Networks	3.0		⚙	⚙	⚙

Total 15

Fifth Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
BT 255	Business Productivity Tools	3.0			⚙	
BT 260	Administrative Office Management	5.0			⚙	
CAPPS 180	Outlook	2.0		📶	📶	
IS 262	Network Management	5.0		⚙	⚙	⚙

Total 15

Sixth Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
BT 160	Job Preparation Techniques	3.0		📶		⚙ 📶
BT 201	Information Processing	5.0				⚙
IS 210	Internet Programming I	5.0		⚙	⚙	⚙
	*Internship/Practicum Elective	2-5				

Total 15-17

Administrative Computer Specialist Degree 91-97

**Subject to change. Please check with your advisor/counselor for more information.*

ANNUAL SCHEDULE 2016-2017

*Communication Elective		Cr	Sum 16	Fall 16	Win 17	Spr 17
BT 107	Business Communication	5.0		☒ ☒	☒ ☒	☒ ☒
ENGL&101	English Composition I	5.0	See quarterly schedule			

*Human Relations-Leadership Elective		Cr	Sum 16	Fall 16	Win 17	Spr 17
BUS 280	Human Relations in Business	5.0	☒	☒ ☒	☒ ☒	☒ ☒
CMST&210	Interpersonal Communications	5.0				

*Computation Elective		Cr	Sum 16	Fall 16	Win 17	Spr 17
ACCT 103	Fundamental Bookkeeping Procedures					☒
ACCT&201	Principles of Accounting I	5.0	☒	☒ ☒	☒ ☒	☒ ☒
BUS 122	Practical Business Math	3.0	☒ ☒	☒ ☒	☒ ☒	☒ ☒
BUS 123	Practical Business Math Applications	5.0	☒ ☒	☒ ☒	☒ ☒	☒ ☒
BUS 124	Intermediate Business Math I	3.0	☒ ☒	☒ ☒	☒ ☒	☒ ☒
MATH&107	Math in Society	5.0				

*Internship/Practicum Elective		Cr	Sum 16	Fall 16	Win 17	Spr 17
BT 234	Administrative Professional Practicum					☒
BT 285	Administrative Professional Internship			☒	☒	☒

**Subject to change. Please check with your advisor/counselor for more information.*

BUSINESS TECHNOLOGY – ADMINISTRATIVE ASSISTANT

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Schedule Key: ☼ Day (may include hybrid) ☾ Evening ☽ Online ⚡ Flex (on-ground class that may be taken online)

First Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
BT 101	Keyboarding	5.0	☼ ☽	☼ ☽	☼ ☽	☼ ☽
BT 155	Records Information Management	3.0		☼		☽
CAPPS 100	Beginning Computer Skills	2.0		☼ ☽	☼ ☽	☼ ☽
GENST 114	Thriving in College	2.0		☼ ☽	☽	☽
	*Computation Elective	3-5				

Total 15-17

Second Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
BT 102	Document Processing	5.0	☼ ☽	☼ ☽	☼ ☽	☼ ☽
CAPPS 151	Excel I	2.0	☼ ☽	☼ ☽	☼ ☽	☼ ☽
CAPPS 171	PowerPoint	2.0	☼ ☽	☼ ☽	☼ ☽	☼ ☽
CAPPS 180	Outlook	2.0		☽	☽	
	*Communication Elective	5				

Total 16

Third Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
BT 103	Formatting	5.0		☼	☼	☼
BT 231	Office Procedures I	5.0		☽		☼
BT 272	Business Correspondence	5.0		☼	☽	☼
	*Computation Elective	3-5				

Total 18-20

Fourth Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
BT 232	Office Procedures II	5.0		☼		
BT 285	Administrative Professional Internship	5.0		☼	☼	☼
CAPPS 152	Excel II	2.0	☼ ☽	☼ ☽	☼ ☽	☼ ☽
	*Human Relations-Leadership Elective	5.0				

Total 17

Fifth Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
BT 235	Machine Transcription	5.0	☼	☼	☼	☼
BT 255	Business Productivity Tools	3.0			☼	
BT 260	Administrative Office Management	5.0			☼	
CAPPS 161	Access I	2.0	☼ ☽	☼ ☽	☼ ☽	☼ ☽

Total 15

Sixth Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
BT 160	Job Preparation Techniques	3.0		☽		☼ ☽
BT 201	Information Processing	5.0				☼
BT 234	Administrative Professional Practicum	5.0				☼
BT 285	Administrative Professional Internship	2.0		☼	☼	☼

Total 15

Administrative Assistant Degree 96-100

**Subject to change. Please check with your advisor/counselor for more information.*

ANNUAL SCHEDULE 2016-2017

*Communication Elective		Cr	Sum 16	Fall 16	Win 17	Spr 17
BT 107	Business Communication	5.0		☒ ☒	☒ ☒	☒ ☒
ENGL&101	English Composition I	5.0	☒ ☒ ☒	☒ ☒ ☒	☒ ☒ ☒	☒ ☒ ☒

*Computation Elective		Cr	Sum 16	Fall 16	Win 17	Spr 17
ACCT 103	Fundamental Bookkeeping Procedures					☒
ACCT&201	Principles of Accounting I	5.0	☒	☒ ☒	☒ ☒	☒ ☒
BUS 122	Practical Business Math	3.0	☒ ☒	☒ ☒	☒ ☒	☒ ☒
BUS 123	Practical Business Math Applications	5.0	☒ ☒	☒ ☒	☒ ☒	☒ ☒
BUS 124	Intermediate Business Math I	3.0	☒ ☒	☒ ☒	☒ ☒	☒ ☒
MATH&107	Math in Society	5.0				

*Human Relation-Leadership Elective		Cr	Sum 16	Fall 16	Win 17	Spr 17
BUS 280	Human Relations in Business	5.0	☒	☒ ☒	☒ ☒	☒ ☒
CMST&210	Interpersonal Communications	5.0				

**Subject to change. Please check with your advisor/counselor for more information.*

BUSINESS MANAGEMENT

**Please see the current class schedule for the availability of the courses noted below including dates and times. For more information about the list of approved/suggested electives, please see your faculty advisor.*

Schedule Key: ⚙ Day (may include hybrid) 🌙 Evening 🖥 Online 🏠 Flex (on-ground class that may be taken online)

First Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
BUS& 101	Intro to Business	5.0	🖥	⚙ 🖥	⚙ 🖥	⚙ 🖥
BUS 280	Human Relations in Business	5.0		⚙ 🖥	⚙ 🖥	⚙ 🖥
MMGT 125	Social Media Marketing	5.0	🖥	🖥	🖥	🖥
Total		15				

Second Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
BUS 123	Practical Business Math Applications	5.0	⚙ 🖥	⚙ 🖥	⚙ 🖥	⚙ 🖥
MMGT 211	Marketing	5.0		🖥	🖥	⚙
MMGT 231	Human Resource Management	5.0	🖥	🖥	⚙	🖥
Total		15				

Third Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
BUS 105	Principles of Leadership	3.0		⚙	🖥	⚙
MMGT 101	Principles of Management	5.0	🖥	⚙ 🖥	🖥	🖥
MMGT 223	Customer Service	3.0			⚙	⚙
	*Computation Elective	5-6				
Total		16-17				

Fourth Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
BUS& 201	Business Law	5.0	🖥	⚙ 🖥	⚙ 🖥	⚙ 🖥
	*Area of Emphasis	5.0				
	*Communication Elective	5.0				
Total		15				

Fifth Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
BUS 100	Money Management	3.0	🖥	⚙		
BUS 106	Applied Leadership	3.0		⚙		
MMGT	Principles of Retail Merchandising	5.0			🖥	🖥
	*Area of Emphasis	5.0				
Total		16				

Sixth Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
ECON 100	Fundamentals of Economics	5.0	See quarterly schedule			
	*Area of Emphasis	5.0				
	*Human Relations-Leadership Elective	5.0				
Total		15				
Business Management Degree		92-93				

ANNUAL SCHEDULE 2016-2017

*Area of Emphasis: Marketing		Cr	Sum 16	Fall 16	Win 17	Spr 17
BUS 140	International Business	3.0				☼
MMGT 105	Small Business Marketing	2.0		☼		
MMGT 128	Social Media Marketing Campaign	5.0				☼
MMGT 218	Fundamentals of Advertising	5.0		☼		

*Area of Emphasis: Small Business Marketing		Cr	Sum 16	Fall 16	Win 17	Spr 17
ACCT 219	Payroll and Business Taxes	5.0				
MMGT 105	Small Business Marketing	2.0		☼		
MMGT 106	Start a Small Business	5.0		☼	☼	
MMGT 220	Professional Sales	3.0				☼

*Area of Emphasis: Social Media Marketing		Cr	Sum 16	Fall 16	Win 17	Spr 17
MMGT 126	Search Engine Marketing	5.0			☼	
MMGT 128	Social Media Marketing Campaign	5.0				☼
MMGT 218	Fundamentals of Advertising	5.0		☼		

*Communication Elective		Cr	Sum 16	Fall 16	Win 17	Spr 17
BT 107	Business Communication	5.0		☼ ☼	☼ ☼	☼ ☼
BT 272	Business Correspondence	5.0		☼	☼	☼
CMST&101	Introduction to Communication	5.0	☼ ☼	☼ ☼	☼ ☼	☼ ☼
ENGL&101	English Composition I	5.0	See quarterly schedule			

*Computation Elective		Cr	Sum 16	Fall 16	Win 17	Spr 17
ACCT 141	QuickBooks	1-5				
ACCT& 201	Principles of Accounting I	5.0	☼	☼ ☼	☼ ☼	☼ ☼
BUS 124	Intermediate Business Math I	3.0	☼ ☼	☼ ☼	☼ ☼	☼ ☼
BUS 125	Consumer Math	3.0	☼	☼ ☼	☼ ☼	☼ ☼
BUS 217	Business Statistics	5.0	☼	☼ ☼	☼ ☼	☼ ☼
MATH&107	Math in Society	5.0				
MATH 201	Intro to Finite Mathematics	5.0				

*Human Relation/Leadership Elective		Cr	Sum 16	Fall 16	Win 17	Spr 17
CMST&210	Interpersonal Communications	5.0				
CMST 227	Intercultural Communication	5.0	☼ ☼	☼ ☼	☼ ☼	☼ ☼
PSYC& 100	General Psychology	5.0	☼ ☼	☼ ☼	☼ ☼	☼ ☼

**Subject to change. Please check with your advisor/counselor for more information.*

BUSINESS MANAGEMENT CERTIFICATE

**Please see the current class schedule for the availability of the courses noted below including dates and times. For more information about the list of approved/suggested electives, please see your faculty advisor.*

Schedule Key: ⚙ Day (may include hybrid) ☾ Evening 🏠 Online ⚡ Flex (on-ground class that may be taken online)

First Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
BUS& 101	Intro to Business	5.0	🏠	⚙ ☾	⚙ ☾	⚙ ☾
CMST 227	Intercultural Communication	5.0	⚙ 🏠	⚙ ☾	⚙ ☾	⚙ ☾
ECON 100	Fundamentals of Economics	5.0	See quarterly schedule			
Total		15				

Second Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
BUS 123	Practical Business Math Applications	5.0	⚙ 🏠	⚙ ☾	⚙ ☾	⚙ ☾
MMGT 211	Marketing	5.0		☾	☾	⚙
MMGT 231	Human Resource Management	5.0	☾	☾	⚙	☾
Total		15				

Third Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
BUS 107	Business Communications	5.0		⚙ ☾	⚙ ☾	⚙ ☾
BUS 105	Principles of Leadership	3.0		⚙	☾	⚙
MMGT 101	Principles of Management	5.0	☾	⚙ ☾	☾	☾
MMGT 223	Customer Service	3.0			⚙	⚙
Total		16				

Business Management Certificate 92-93

EARLY CHILDHOOD EDUCATION

**Please see the current class schedule for the availability of the courses noted below including dates and times. For more information about the list of approved/suggested electives, please see your faculty advisor.*

Schedule Key: ☼ Day (may include hybrid) ☾ Evening ☽ Online ☼ Flex (on-ground class that may be taken online)

First Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
ECED&103	College Success	3.0	☽	☽	☽	☽
ECED&105	Introduction to ECED	5.0	☽	☽	☽	☽
ECED&107	Health, Safety, Nutrition	5.0	☽	☽	☽	☽
ECED&120	Practicum-Nurturing Relationships	2.0	☽	☽	☽	☽
Total		15				

Second Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
EDUC&115	Child Development	5.0	☽	☽	☽	☽
EDUC&130	Guiding Behavior	3.0	☽	☽	☽	☽
ECED&132	Infants/Toddlers Care	3.0			☽	☽
ECED 133	Practicum-Infants/Toddlers	2.0			☽	☽
Total		13				

Third Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
ECED&170	Learning Environments for Young Children	3.0		☽		☽
ECED&190	Observation/Assessment	3.0		☽		☽
ECED&191	Practicum- Observation/Assessment	2.0		☽		☽
HLTH 174	First Aid	3.0		☽	☽	☽
MATH	*Elective	5.0	☽	☽	☽	☽
Total		16				

Fourth Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
EDUC&150	Child, Family Community	5.0		☽	☽	☽
ECED&180	Language/Literacy Development	3.0		☽		☽
EDUC 204	Exceptional Child	3.0		☽	☽	☽
ENGL&101	English Composition I	5.0	☽	☽	☽	☽
Total		16				

Fifth Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
ECED&160	Curriculum Development	5.0		☽	☽	
ECED 282	Practicum I	5.0	☽	☽	☽	☽
ELECTIVE	*Program	5.0	☽	☽	☽	☽
Total		15				

Sixth Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
ECED 283	Practicum II	5.0	☽	☽	☽	☽
ELECTIVE	*Human Relations- Leadership Elective	5.0		☽	☽	☽
ELECTIVE	*Program	5.0	☽	☽	☽	☽
Total		15				
Early Childhood Education Degree		90				

**Subject to change. Please check with your advisor/counselor for more information.*

GRAPHIC DESIGN

**Please see the current class schedule for the availability of the courses noted below including dates and times. For more information about the list of approved/suggested electives, please see your faculty advisor.*

Schedule Key: ⚙ Day (may include hybrid) 🌙 Evening 🖥 Online 🏠 Flex (on-ground class that may be taken online)

First Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
GRDSN101	Design Process I	4.0		⚙		
GRDSN102	Design Technology I	3.0		⚙		
GRDSN105	Drawing for Graphic Design	3.0		⚙		
GRDSN156	Illustrator I	2.0	🖥	🖥	🖥	🖥
GRDSN158	Photoshop I	2.0	🖥	🖥	🖥	🖥
GRDSN181	Web Development I	4.0		⚙		
Total		18				

Second Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
GRDSN111	Design Process II	4.0			⚙	
GRDSN112	Design Technology II	3.0			⚙	
GRDSN151	Typography and Layout	3.0			⚙	
GRDSN163	InDesign I	2.0	🖥	🖥	🖥	🖥
GRDSN172	Dreamweaver	2.0	🖥	🖥	🖥	🖥
	*Computation Requirement	5.0				
Total		19				

Third Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
GRDSN109	History of Design	5.0				⚙
GRDSN121	Design Process III	4.0				⚙
GRDSN122	Design Technology III	3.0				⚙
GRDSN125	Computer Drawing	3.0				⚙
	*Communications Requirements	5.0				
Total		20				

Fourth Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
GRDSN182	Web Development II	3.0		⚙		
GRDSN201	Design Process IV	4.0		⚙		
GRDSN202	Design Technology IV	3.0		⚙		
GRDSN253	Multimedia I	3.0		⚙		
	*Area of Emphasis	0-5				
Total		13-18				

Fifth Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
GRDSN211	Design Process V	4.0			⚙	
GRDSN212	Design Technology V	3.0			⚙	
GRDSN236	Multimedia II	3.0			⚙	
	*Human Relation/Leadership Req	5.0				
	*Area of Emphasis	0-5				
Total		15-20				

Sixth Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
GRDSN221	Design Process VI	4.0				⚙
GRDSN223	Design Portfolio	3.0				⚙
GRDSN237	Multimedia III	3.0				⚙

**Subject to change. Please check with your advisor/counselor for more information.*

ANNUAL SCHEDULE 2016-2017

GRDSN266	Cooperative Ed Seminar	1.0		⚙	⚙	⚙
GRDSN267	Cooperative Ed Experience	3.0		⚙	⚙	⚙
	*Area of Emphasis	0-5				

Total 14-19

99-

Graphic Design Degree

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HEALTH FITNESS TECHNICIAN

**Please see the current class schedule for the availability of the courses noted below including dates and times. For more information about the list of approved/suggested electives, please see your faculty advisor.*

Schedule Key: ⚙ Day (may include hybrid) ☾ Evening 📺 Online 🏠 Flex (on-ground class that may be taken online)

First Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
ENGL& 101	English Composition I	5.0	⚙ ☾ 📺	⚙ ☾ 📺	⚙ ☾ 📺	⚙ ☾ 📺
FMT 204	Health Appraisal & Exercise Prescription	5.0	⚙	⚙	⚙	⚙
HLTH 174	First Aid	3.0	⚙ 📺	⚙ 📺	⚙ 📺	⚙ 📺
	*Health Fitness Technician Suggested Electives	3-5				

Total 16-18

Second Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
BIOL& 160	General Biology w/ Lab	5.0	⚙	⚙	⚙	⚙
CMST&101	Introduction to Communication	5.0	⚙ 📺	⚙ 📺	⚙ 📺	⚙ 📺
FMT 106	Anatomical and Physiological Kinesiology	5.0	⚙	⚙	⚙	⚙

Total 15

Third Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
BIOL& 241	Human A & P 1	5.0	⚙ ☾	⚙ ☾	⚙ ☾	⚙ ☾
FMT 111	Physiology of Exercise	5.0	⚙	⚙	⚙	⚙
FMT 115	Leadership Dynamics	3.0	⚙	⚙	⚙	⚙
	*Health Fitness Technician Suggested Electives	3-5				

Total 16-18

Fourth Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
BIOL& 242	Human A & P 2	5.0	⚙ ☾		⚙ ☾	⚙ ☾
FMT 209	Exercise and the Cardiovascular System	3.0	⚙	⚙	⚙	⚙
FMT 235	Biomechanics	5.0	⚙	⚙	⚙	⚙
PE 187	Cross Training	2.0	🏠	🏠	🏠	🏠

Total 15

Fifth Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
FMT 119	Principles of Strength Training	5.0	⚙	⚙	⚙	⚙
HLTH 104	Stress Management	3.0	⚙ ☾ 📺	⚙ ☾ 📺	⚙ ☾ 📺	⚙ ☾ 📺
HLTH 270	Nutrition for Fitness	3.0	⚙ 📺	⚙ 📺	⚙ 📺	⚙ 📺
MATH&107	Math in Society	5.0	⚙ 📺	⚙ 📺	⚙ 📺	⚙ 📺

Total 16

Sixth Quarter		Cr	Sum 16	Fall 16	Win 17	Spr 17
FMT 112	Special Consideration in Exercise	3.0	⚙	⚙	⚙	⚙
FMT 225	Personal Training	5.0	⚙	⚙	⚙	⚙
PE 266	Cooperative Education Seminar	1.0				⚙
PE 267	Cooperative Education Work Experience	3.0				⚙ 🏠

Total 12

Health Fitness Technician Degree 90-94

**Subject to change. Please check with your advisor/counselor for more information.*

ANNUAL SCHEDULE 2016-2017

*Human Relation-Leadership Elective		Cr	Sum 16	Fall 16	Win 17	Spr 17
ANTH& 100	Survey of Anthropology	5.0	☺	☺☺	☺☺	☺☺
BUS& 101	Introduction to Business	5.0	☺	☺	☺	☺
CMST 227	Intercultural Communication	5.0	☺☺	☺☺☺	☺☺☺	☺☺
HIST& 116	Western Civilization I	5.0		☺	☺	☺
HLTH 101	Health and Wellness	3.0	☺	☺☺	☺☺	☺☺
PE 177	Beginning Body Conditioning	1.0	☺☺	☺☺	☺☺	☺☺
PE 186	Fast Fitness, Beginning	1.0	☺☺	☺☺	☺☺	☺☺
PE 239	Weight Training	1.0	☺	☺	☺	☺
PE 277	Advanced Body Conditioning	1.0	☺☺	☺☺	☺☺	☺☺
PE 286	Fast Fitness, Advanced	1.0	☺☺	☺☺	☺☺	☺☺
PE 287	Cross Training	2.0	☺☺☺	☺☺	☺☺	☺☺
PSYC& 100	General Psychology	5.0	☺☺	☺☺	☺☺	☺☺
SOC& 101	Introduction to Sociology	5.0	☺☺	☺☺	☺☺	☺☺

**Subject to change. Please check with your advisor/counselor for more information.*



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