

IDAHO STATE UNIVERSITY COLLEGE OF TECHNOLOGY

PROGRAM TITLE: BUSINESS INFORMATION RECOMMENDED COURSE SEQUENCE

Attention: Failure to register in courses listed may result in a delay in your program completion.

Financial Aid Recipients: Dropping classes may affect your award.

Always talk to an advisor before making schedule changes. Contact Student Services at: (208)282-2622

- 1 = Postsecondary Technical Certificate in Business Information
- 2 = Technical Certificate in Business Information/Accounting Technology
- 3 = Technical Certificate in Business Information/Administrative Technology
- 4 = Associate of Applied Science in Business Information/ Accounting Technology
- 5 = Associate of Applied Science in Business Information/Administrative Technology

1st Year - 1st Semester

| 1 | 2 | 3 | 4 | 5 | Course # | Course Title | Credits |
|---|---|---|---|---|----------|-------------------------------|---------|
| x | x | x | x | x | BI 0110 | Intro to Business Information | 2 |
| x | x | x | x | x | BI 0112 | Voice Recognition | 1 |
| | x | x | x | x | BI 0118 | Business Communications I | 3 |
| | x | x | x | x | BI 0120 | Voice Recognition | 1 |
| x | x | x | x | x | BI 0144 | Document Processing | 3 |
| | x | | x | | BI 0147 | Accounting Applications | 3 |
| x | x | x | x | x | BI 0170 | Introduction to Computers | 3 |

1st Year - 2nd Semester

| 1 | 2 | 3 | 4 | 5 | Course # | Course Title | Credits |
|---|---|---|---|---|----------|-------------------------------|---------|
| | x | x | x | x | BI 0119 | Business Communications II | 3 |
| | x | x | x | x | BI 0123 | Business Mathematics | 3 |
| | | x | | x | BI 0145 | Advanced Document Processing | 3 |
| | x | | x | | BI 0147 | Accounting Applications | 3 |
| | x | | x | | BI 0148 | Payroll Procedures | 3 |
| | | x | | x | BI 0173 | Spreadsheets | 3 |
| | | x | | x | BI 0174 | Records & Database Management | 3 |

2nd Year - 3rd Semester

| 1 | 2 | 3 | 4 | 5 | Course # | Course Title | Credits |
|---|---|---|---|---|----------|-------------------------------------|---------|
| x | x | x | x | x | BI 0121 | Digital Input & Transcription | 3 |
| | | x | | x | BI 0154 | Administrative Management | 3 |
| | x | x | x | x | BI 0171 | Computerized Accounting | 3 |
| | | x | | x | BI 0172 | Bus Info Integration & Presentation | 3 |
| x | x | | x | | BI 0174 | Records & Database Management | 3 |

2nd Year - 4th Semester

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| Addtl Reqs | Schedule with Program Advisor | 18-34 |
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Students may be required to complete pre-requisite courses for English and Math. Transfer courses may be considered to meet course requirements.