

# 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 134	Business Math	2	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
	ADM 108	Keyboarding Skill Development	1	TTH	08:00 - 09:50

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	10:00 - 11:50
WINTER	ADM 162	Office Procedures	3	MW	08:00 - 09:50
	ADM 123	Document Formatting	3	TTH	10:00 - 11:50
SPRING	BCA 167	Comprehensive Databases	3	MW	08:00 - 09:50
	ENG 101	Elements of Writing	3	TTH	10:00 - 11:50

### CLASSES NEEDED TO COMPLETE BUSINESS SPECIALIST DIPLOMA:

ADM 221: Career Development Skills (2 credits) and SPC 101: Fundamentals of Oral Communication (3 credits)

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

**\$600 SCHOLARSHIP TO INDIAN HILLS**

CHECK OUT THE MINIMUM QUALIFICATIONS AND APPLY TODAY: [WWW.INDIANHILLS.EDU/SCHOLARSHIPS](http://WWW.INDIANHILLS.EDU/SCHOLARSHIPS)



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 Kristen Parks, Director of Human Resources/Equity Coordinator, 525 Grandview Ave, Ottumwa, IA 52501, (641) 683-5108; Chris Bowser, Executive Dean, Student Services, (students), (641) 683-5159; Darlas Shockley, Executive Dean, Arts & Sciences (students with disabilities), (641) 683-5174; or the 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

**78% COMPLETED\***

**DIPLOMA** | Location: Ottumwa Campus | Start Terms: Fall, Winter, Spring and Summer Terms

<b>TERM I</b>	<b>TOTAL CREDITS: 12-13</b>	
ACC 121	Principles of Accounting I	3 <input checked="" type="checkbox"/>
ADM 108	Keyboarding Skill Development	1 <input checked="" type="checkbox"/>
ADM 134	Business Math	2 <input checked="" type="checkbox"/>
OR		
	Any course MAT 101 to MAT 300	3 <input type="checkbox"/>
BCA 142	Spreadsheets	3 <input checked="" type="checkbox"/>
CSC 110	Introduction to Computers	3 <input checked="" type="checkbox"/>

<b>TERM II</b>	<b>TOTAL CREDITS: 11</b>	
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	3 <input type="checkbox"/>
OR		
SPC 112	Public Speaking	3 <input type="checkbox"/>

<b>TERM III</b>	<b>TOTAL CREDITS: 14</b>	
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 type="checkbox"/>
BCA 167	Comprehensive Databases	3 <input type="checkbox"/>
ENG 101	Elements of Writing	3 <input checked="" type="checkbox"/>

<b>OPTIONAL COURSE</b>		
BUS 128	Foundation to Entrepreneurship	3 <input type="checkbox"/>

## Business Specialist/Office Management Curriculum

**36% COMPLETED\***

**ASSOCIATE OF APPLIED SCIENCE DEGREE** | Location: Ottumwa Campus | Start Terms: Fall, Winter, Spring and Summer Terms

<b>TERM I</b>	<b>TOTAL CREDITS: 11</b>	
ACC 121	Principles of Accounting I	3 <input checked="" type="checkbox"/>
ADM 108	Keyboarding Skill Development	1 <input checked="" type="checkbox"/>
ADM 131	Office Calculators	1 <input type="checkbox"/>
BCA 142	Spreadsheets	3 <input checked="" type="checkbox"/>
CSC 110	Introduction to Computers	3 <input checked="" type="checkbox"/>

<b>TERM II</b>	<b>TOTAL CREDITS: 14</b>	
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"/>

<b>TERM III</b>	<b>TOTAL CREDITS: 12</b>	
ADM 123	Document Formatting	3 <input checked="" type="checkbox"/>
BCA 167	Comprehensive Databases	3 <input type="checkbox"/>
ENG 101	Elements of Writing	3 <input checked="" type="checkbox"/>
XXX XXX	Approved Mathematical Reasoning Course	3 <input type="checkbox"/>

<b>TERM IV</b>	<b>TOTAL CREDITS: 14</b>	
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 type="checkbox"/>
XXX XXX	Approved Elective	3 <input type="checkbox"/>

<b>TERM V</b>	<b>TOTAL CREDITS: 11</b>	
ADM 159	Proofreading and Editing	3 <input type="checkbox"/>
ADM 221	Career Development Skills	2 <input type="checkbox"/>
SPC 101	Fundamentals of Oral Communication	3 <input type="checkbox"/>
OR		
SPC 112	Public Speaking	3 <input type="checkbox"/>
XXX XXX	Approved Elective	3 <input type="checkbox"/>

<b>TERM VI</b>	<b>TOTAL CREDITS: 13</b>	
ADM 180	Administrative Management	3 <input type="checkbox"/>
ADM 900	Internship	4 <input type="checkbox"/>
OR		
ADM 929	Individual Projects	4 <input type="checkbox"/>
XXX XXX	Approved Culture Course	3 <input type="checkbox"/>
XXX XXX	Approved Elective	3 <input type="checkbox"/>

<b>OPTIONAL COURSE</b>		
BUS 128	Foundation to Entrepreneurship	3 <input type="checkbox"/>