

BUSINESS SPECIALIST/ OFFICE MANAGEMENT

Are you ready to be in an office organizing files, 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	8:00 - 9:50
	ACC 111	Introduction to Accounting	3	TTH	8:00 - 9:50
WINTER	ADM 133	Business Math and Calculators	3	MW	8:00 - 9:50
	BCA 142	Spreadsheets	3	TTH	8:00 - 9:50
SPRING	ACC 311	Computer Accounting	3	MW	8:00 - 9:50
	ADM 108	Keyboarding Skill Development	1	WWW	WWW

YEAR TWO

TERM	CLASS	NAME	CREDITS	DAYS	TIME
FALL	BCA 134	Word Processing	3	MW	8:00 - 9:50
	ACC 161	Payroll Accounting	3	TTH	8:00 - 9:50
WINTER	ADM 162	Office Procedures	3	MW	8:00 - 9:50
	ADM 123	Document Formatting	3	TTH	8:00 - 9:50
SPRING	BCA 178	Presentation Software	3	WWW	WWW
	WBL 110	Employability Skills	2	WWW	WWW

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



Non-Discrimination Policy: It is the policy of Indian Hills Community College not to discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), 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 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 Associate Dean, Student Development, 525 Grandview Ave, Ottumwa, IA 52501, (641) 683-5155, equity@indianhills.edu (students, faculty and staff); Executive Dean, Centerville Campus and Learning Services, 683-5174, learningservicesequity@indianhills.edu (students with disabilities); Director of the Office for Civil Rights U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, phone number (312) 730-1560, fax (312) 730-1576, ocr.chicago@ed.gov.