

# BUSINESS INFORMATION TECHNOLOGY

## BUSINESS INFORMATION TECHNOLOGY - AAS DEGREE PLAN

**PROGRAM INFORMATION:** The Business Information Technology program is designed to help prepare students to work as technology professionals in the highly technological business environment of the future. Students successfully completing the Business Information Technology program will receive an Associate in Applied Science Degree. Students have the choice of three options for their major emphasis - Accounting, Business or Medical. The major emphasis courses are taken at specific points in the program as shown in the semester listings below.

Students can also earn certificates of completion as an Administrative Professional I, Administrative Professional II, or Medical Front Office Professional.

### FRESHMAN YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
POFT 1329	Beginning Keyboarding	3
ACNT 1303	Introduction to Accounting I	3
ENGL 1301	Composition I	3
POFT 1301	Business English	3
Fall Total Credit Hours		12

### FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
POFT 1313	Professional Workforce Preparation	3
POFT 1325	Business Math Using Technology	3
POFI 1301	Computer Applications I	3
POFT 2312	Business Correspondence & Communications	3
XXXX	First Course from Major Emphasis	3
Spring Total Credit Hours		15

### SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
POFI 1341	Computer App II	3
SPCH 1321	Business & Professional Communication	3
SPCH 1315	or Public Speaking	3
POFI 2401	Word Processing	4
XXXX	Approved Language / Philosophy / Culture or Creative Arts	3
XXXX	Second Course from Major Emphasis	3
Fall Total Credit Hours		16

### SOPHOMORE YEAR - SPRING

POFT 2431: Capstone

COURSE SECTION	COURSE TITLE	CREDIT HOURS
XXXX	Approved Social / Behavioral Science	3
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	3

COURSE SECTION	COURSE TITLE	CREDIT HOURS
MATH 1324	or Mathematics for Business and Social Sciences	3
POFT 2431	Administrative Project Solutions	4
POFI 2431	Desktop Publishing	4
XXXX	Third Course from Major Emphasis	3
Spring Total Credit Hours		17

### MAJOR EMPHASIS - ACCOUNTING

Courses must be taken in sequence

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ACNT 1304	Introduction to Accounting II	3
ACNT 1329	Payroll & Business Tax Account	3
ACNT 1331	or Federal Income Tax: Individual	3
ACNT 1311	Introduction to Computerized Accounting	3
Accounting Total Credit Hours		

### MAJOR EMPHASIS - BUSINESS

COURSE SECTION	COURSE TITLE	CREDIT HOURS
BUSI 1301	Business Principles	3
BMGT 1301	Supervision	3
MRKG 1301	Customer Relationship Management	3
Business Total Credit Hours		

### MAJOR EMPHASIS - MEDICAL

Courses must be taken in sequence

COURSE SECTION	COURSE TITLE	CREDIT HOURS
HITT 1305	Medical Terminology	3
POFM 1317	Medical Administrative Support	3
HPRS 2321	Medical Law & Ethics for Health Professionals	3
Medical Total Credit Hours		

### MAJOR EMPHASIS - GENERAL

Practicums can substitute for 2nd and 3rd courses from major emphasis for POFT 2431

COURSE SECTION	COURSE TITLE	CREDIT HOURS
General Total Credit Hours		
Program Total Credit Hours		