

*(Information Management Specialist - 18-Month Cont.)*

	<u>Credits</u>
BOTE 147 Word Processing	3
BOTE 188 Computerized Accounting	3
BOTE 217 Records Management	2
BOTE 247 Spreadsheets	3
BOTE 257 Introduction to Database Management	3
BOTE 275 Office Procedures	3
CSCI 120 Introduction to Computer Programming	3
Business Elective	4
<b>Total Semester Hours:</b>	<b>41</b>
<b>General Educational Requirements:</b>	
<b>See: General Education pages 75-77</b>	
<b>Total Semester Hours:</b>	<b>19</b>
<b>Cumulative Hours</b>	<b>60</b>

## **Marketing/Entrepreneurship**

### **Certificate of Completion: Small Business Management**

#### **Credit Hours Required: 35**

The Marketing/Entrepreneurship certificate of completion is designed to provide students with a broad understanding and applicable knowledge of marketing and entrepreneurship career opportunities. The concepts and applications presented will prepare students to enter the job market and/or develop their own small business enterprise. The business internship will provide students with an opportunity to apply their knowledge and skills while acquiring training and job experience relevant to their field of study.

#### **Professional Core Requirements:**

	<u>Credits</u>
ACCT 200 Accounting I	3
BADM 120 Introduction to Business	3
BADM 111 Customer Service	3
BADM 147 Word Processing	3
BADM 201 Marketing	3
BADM 110 Advertising	3
BADM 206 Writing a Business Plan	3
BADM 297 Business Internship	2
BADM Business Elective	3
<b>Total Required Core Credits:</b>	<b>25</b>

*(Marketing/Entrepreneurship Continued)*

**General Education Requirements:**

BOTE 210 Business Communication	3
PSY 100 Student Success	1
MA 012 Foundations of Math	3
TS Tribal Studies Course	3
<b>Total General Education Credits</b>	<b>10</b>
<b>Total Semester Hours</b>	<b>35</b>

**Entrepreneurship Credential  
Professional Core Requirements  
Credits**

BUS 105 Introduction to Business	3
BUS 201 Marketing	3
BUS 297 Business Internship	2
BUS 206 Writing a Business Plan	2
<b>Total Required Core Credits</b>	<b>10</b>

## Medical Secretary 18-Month

**Degree: Associate of Applied Science**

**Credit Hours Required: 63**

The Medical Secretary Program is designed to provide students with basic office skills related to the practice of medicine. Course work is specific enough to provide students with the necessary tools to seek employment in clinics, hospitals, and private Doctor's offices.

**Professional Course Requirements:**

	<b>Credits</b>
ACCT 200 Accounting I	3
BADM 297 Business Internship	2
BIO 220 Anatomy & Physiology I	4
BIO 221 Anatomy & Physiology II	4
BOTE 102 /152/202 Keyboarding I/II/III	6
BOTE 147 Word Processing	3
BOTE 171 Medical Terminology	3
BOTE 217 Records Management	2
BOTE 222 Medical Transcription	3
BOTE 247 Spreadsheets	3
BOTE 257 Introduction to Database Management	3
(Medical Secretary 18-Month Continued)	