

BUSO Offering Informational Guide

*Please consult with your program advisor prior to registering for classes

**F=fall only S=Spring only B=Both semester

***Always have a Degree Audit (interactive degree audit found in your e-services) for reference

Course #	Name	Credits	Semester
BUSO 1604	Keyboarding I	3	F
BUSO 1607	Keyboarding Basics	1	B
BUSO 1608	Proofreading	1	S
BUSO 1616	Keyboarding II	3	S
BUSO 1620	Introduction to Computers	2	B
BUSO 1621	Keyboarding Skillbuilding I	1	F
BUSO 1625	Business Communication I	3	B
BUSO 1630	Office Procedures	3	F
BUSO 1648	MS Word	3	F
BUSO 1650	Business Communications II	3	S
BUSO 1651	Current Office Procedures	3	S
BUSO 1655	Customer Relations Management	3	F
BUSO 2606	Office Calculators Math	1	F
BUSO 2622	Keyboarding Skillbuilding II	1	By request
BUSO 2634	Database Concepts	3	F
BUSO 2637	Spreadsheet Concepts	3	S
BUSO 2641	Applied Principles of Bookkeeping	3	F
BUSO 2644	Office Supervision and Management	3	S
BUSO 2689	Multimedia Business Presentations	3	S
BUSO 2692	Productivity and Project Management	3	F
GSCL 1270	Employment Search Skills	1	B and summer
GSCM 1510	Workplace Human Relations	2	B and summer
CCLS 1000	First Year Experience	1	B and summer
CCLS 1010	Expanded First Year Experience	3	B and summer