

Business Management and Administration Course Crosswalk		Future Possibilities		
1997	2010	4 x 4	ATC	End of Program Licensure/Certification
Introduction to Business Support Systems	Career Portals			
Business Venture	Principles of Business, Marketing and Finance			
Introduction to Keyboarding	Touch System Data Entry			
Business Communications	Business English	X		
Business Computer Information Systems I	Business Information Management I		X	MOS- -Word, Excel, Access, and PowerPoint
Business Support Systems	Principles of Business, Marketing and Finance			
Introduction to Business	Principles of Business, Marketing and Finance			
Keyboarding	Touch System Data Entry			
Business Law	Business Law			
Business Computer Information Systems II	Business Information Management II		X	MOS- -Word, Excel, Access, and PowerPoint
Business Management	Principles of Business, Marketing and Finance		X	
Business Ownership	Principles of Business, Marketing and Finance		X	
Administrative Procedures I	Business Management		X	National Professional Certification in Customer Service, OPAC, PBX Operator, Reservationist
Administrative Procedures II	Practicum in Business Management		X	National Professional Certification in Customer Service, OPAC, PBX Operator, Reservationist
International Business	Global Business		X	
Business Education Independent Study	Problems and Solutions			
	Human Resources Management			
	Virtual Business			
Social Studies Recommendation	NONE			
Fourth Science Recommendation	NONE			
Fourth Mathematics Recommendation	NONE			
Innovative Courses				
Business and Technical Careers	Innovative			
Business Ethics	Innovative			
Business Leadership	Innovative			
Court Reporting I	Innovative			
Court Reporting II	Innovative			
Shorthand	Innovative			
Speedwriting	Innovative			