

BTM - Prerequisite Planner - (Courses in yellow are program entry prerequisites)

| Prefix | Course | Cr | Prerequisites and Notes |
|---------|----------------------------------|-----|---|
| BTM 098 | Computing Essentials | 3 | |
| BTM 100 | Orientation & Career Exploration | 2 | |
| BTM 101 | MS Word I | 2 | BTM 098 or BTM 111 recommended |
| BTM 102 | MS Excel I | 2 | BTM 098 or BTM 111 recommended |
| BTM 103 | MS PowerPoint I | 2 | BTM 098 or BTM 111 recommended |
| BTM 104 | Adobe Photoshop | 2 | BTM 098 or BTM 111 recommended |
| BTM 105 | Adobe InDesign | 2 | BTM 098 or BTM 111 recommended |
| BTM 106 | Keyboarding I - Keyboarding | 3 | |
| BTM 107 | Keyboarding II - Speed Building | 3 | |
| BTM 108 | Applied Business Math I | 3 | MATH 081 eligible (may sub MATH 081 or higher assessment scores to waive) |
| BTM 109 | Business Communications I | 5 | ENGL 096 eligible (May sub ENGL 096 or higher assessment scores to waive) |
| BTM 111 | Business Applications I | 5 | MATH 087 eligible, BTM 098 (or test out) |
| BTM 112 | Business Applications II | 5 | Complete BTM 111 - 2.0 |
| BTM 113 | Business Applications III | 5 | Complete BTM 112 - 2.0 |
| BTM 114 | MOS Test Prep Word | 2 | BTM 111 |
| BTM 115 | MOS Test Prep Excel | 2 | BTM 111 |
| BTM 116 | MOS Test Prep PowerPoint | 2 | BTM 111 |
| BTM 118 | Applied Business Math II | 5 | BTM 108 or MATH 087 eligible, BTM 098 (or test out) |
| BTM 119 | Business Communications II | 5 | BTM 109 or ENGL 097 eligible, BTM 098 (or test out) |
| BTM 120 | Customer Relations Management | 5 | |
| BTM 122 | Professional Development | 5 | |
| BTM 197 | Work Experience | 1-5 | |
| BTM 217 | Web Development | 5 | BTM 098 |
| BTM 218 | Web Design w Dreamweaver | | BTM 098 |
| BTM 225 | Marketing Fundamentals | 5 | All Program Prereqs or equivalent |
| BTM 226 | Small Business Startup | 3 | All Program Prereqs or equivalent |
| BTM 227 | Entrepreneurship Toolkit | 3 | All Program Prereqs or equivalent |
| BTM 228 | Small Business Management | 5 | All Program Prereqs or equivalent |
| BTM 231 | Applied Accounting I | 5 | BTM 108 or MATH 087 eligible |
| BTM 232 | Applied Accounting II | 5 | BTM 231 |
| BTM 233 | Applied Accounting III | 5 | BTM 232 |
| BTM 234 | Bookkeeping Test Prep | 1 | |
| BTM 236 | Supervision & Leadership | 5 | All Program Prereqs or equivalent |
| BTM 237 | HR Management | 5 | All Program Prereqs or equivalent |
| BTM 240 | Applied Database Design | 5 | BTM 111 recommended |
| BTM 245 | Business Analysis Planning | 5 | BTM 111 recommended |
| BTM 248 | Data Analysis - Adv Excel | 5 | BTM 111 recommended |
| BTM 250 | RIM Management | 5 | BTM 111 recommended |
| BTM 260 | Project Management | 5 | BTM 111 recommended |
| BTM 265 | Operations Management | | All Program Prereqs or equivalent |
| BTM 268 | Content Mgt w/SharePoint | | BTM 111 recommended |
| BTM 275 | Computer User Support | | All Program Prereqs or equivalent, BTM 111 |
| BTM 278 | Organizational Behavior | | All Program Prereqs or equivalent |



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|---------|-------------------|--|--|
| BTM 298 | Special Topics | | |
| BTM 299 | Independent Study | | |