

BUSINESS TENTATIVE COURSE OFFERINGS

D = Day Classes; E = Evening Classes; OL = Online

CA = Carroll; CO = Coweta; DG = Douglas; LG = LaGrange; OL= Online

BUSN	Course Title	SUMMER
1015	Introduction to Healthcare Reimbursement <ul style="list-style-type: none"> • Prerequisite: ALHS 1090 	
1100 elective	Introduction to Keyboarding <ul style="list-style-type: none"> • Prerequisite: None 	OL
1190	Digital Technologies in Business <ul style="list-style-type: none"> • Prerequisite: CISM 2201 	OL
1240	Office Procedures <ul style="list-style-type: none"> • Prerequisite: CISM 2201 	
1300	Introduction to Business <ul style="list-style-type: none"> • Prerequisite: Regular Status 	OL
1320 elective	Business Interaction Skills <ul style="list-style-type: none"> • Prerequisite: None 	OL
1340 elective	Customer Service Effectiveness <ul style="list-style-type: none"> • Prerequisite: None 	
1400	Word Processing Applications <ul style="list-style-type: none"> • Prerequisite: CISM 2201 	

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BUSN	Course Title	SUMMER
1410	Spreadsheet Concepts and Applications <ul style="list-style-type: none"> • Prerequisite: CISM 2201 	D-LG
1420	Database Applications <ul style="list-style-type: none"> • Prerequisite: CISM 2201 	
1430	Desktop Publishing and Presentation Applications <ul style="list-style-type: none"> • Prerequisite: CISM 2201 	D-CA
1440	Document Production <ul style="list-style-type: none"> • Prerequisite: BUSS 1100 or the ability to key 30 words a minute on 3-minute timings with no more than 3 errors, and CISM 2201 	
2160	Electronic Mail Applications <ul style="list-style-type: none"> • Prerequisite: Regular Status and CISM 2201 	D-DG D-LG
2190	Business Document Proofreading and Editing <ul style="list-style-type: none"> • Prerequisite: ENGL 1010 or ENGL 1101 with a minimum grade of C • Corequisite: BUSN 1440 	D-CO

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BUSN	Course Title	SUMMER
2210	Applied Office Procedures <ul style="list-style-type: none"> • Prerequisite: BUSN 1240, BUSN 1400, BUSN 1410 and BUSN 1440 	OL
2340	Healthcare Administrative Procedures <ul style="list-style-type: none"> • Prerequisite: ALHS 1011, ALHS 1090, BUSN 1440 and CISM 2201 	
2350	Electronic Health Records <ul style="list-style-type: none"> • Prerequisite: ALHS 1011, ALHS 1090, BUSN 1440 and CISM 2201 	
2375	Healthcare Coding <ul style="list-style-type: none"> • Prerequisite: ALHS 1011 and ALHS 1090 	
2440	Healthcare Leadership and Professional Effectiveness <ul style="list-style-type: none"> • Prerequisite: BUSN 2340 	
2800	Practice Management Fundamental <ul style="list-style-type: none"> • Prerequisite: BUSN 2340 	OL
2810	Healthcare Compliance <ul style="list-style-type: none"> • Prerequisite: ALHS 1090 and ENGL 1010 or ENGL 1101 with a minimum grade of C 	OL

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2820	Healthcare Practice Law and Ethics <ul style="list-style-type: none">Prerequisite: ALHS 1011, ALHS 1090, MAST 1120, CISM 2201, and ENGL 1010 or ENGL 1101 with a minimum grade of C	
2830	Healthcare Delivery Systems <ul style="list-style-type: none">Prerequisite: ALHS 1011, ALHS 1090, MAST 1120, BUSN 1440 and CISM 2201	OL

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