

BUSINESS TECHNOLOGY

Program Description

The Business Technology program provides contemporary training required in today's business office in computer applications, word processing, accounting, administrative support procedures and communication.

Business Technology students receive computer training in utilization of Windows, database management, spreadsheet applications, desktop publishing and word processing. English and communication courses developed specifically for business are integral parts of the program. Students can enhance and refine their skills for a variety of business and related fields. Field trips to technologically efficient offices, up-to-date videos, current business publications and training in obtaining employment give the student the self-confidence needed to make successful applications for appropriate jobs.

The program length for a full-time student is two (2) semesters and one (1) summer term.

Student Learning Outcomes

Successful completers of this program will be able to:

- Demonstrate abilities to produce appropriate business documents such as letters, forms, tables, graphs, financial documents, and other materials inherent in office technology using appropriate software.
- Demonstrate the ability to respond to multiple requests rapidly and appropriately within a contemporary office environment.
- Demonstrate the integration of theory, lab, and field content necessary to obtain employment in entry-level business offices.

GRADUATION REQUIREMENTS

(Suggested Schedule)

		<u>Fall Semester</u>	<u>Credit Hours</u>
BUSI	11293	Tech Accounting	3
BUSI	13093	Tech Computer Applications for Business	3
BUSI	20093	Tech Business English	3
BUSI	21493	Tech Business Mathematics	3
BUSI	21693	Tech Spreadsheet Applications	3
		Exit: Basic Business Principles Certificate of Proficiency	15
		<u>Spring Semester</u>	
BUSI	20593	Tech Web Design	3
BUSI	20193	Tech Business Communications	3
BUSI	21593	Tech Computerized Accounting	3
BUSI	20693	Tech Digital Marketing	3
BUSI	20793	Tech Human Resources	3
		<u>Summer I Term</u>	
BUSI	26193	Tech Small Business Management	3
BUSI	26293	Tech Business Practicum	3
		Exit: Business Technology Technical Certificate	36