

# BUSINESS TECHNOLOGY (BT)

## **BT-120** Personal Keyboarding

2 credits, Fall/Winter/Spring/Summer

Basic instruction on electronic alphanumeric keyboard. Provides practice for speed and accuracy within an individual program. Students will also develop the necessary skills to effectively use the Internet, use email, and create simple documents within a Google email profile and/or Microsoft Word.

## **BT-121** Data Entry

1 credits, Fall/Winter/Spring/Summer

This course is designed to teach the computer numeric keypad by touch with speed and accuracy using industry standards for data entry. This skill is especially helpful to people in the fields of data entry, accounting, office administration, insurance, banking and finance, and any other work that requires numeric input.

## **BT-122** Keyboarding Skillbuilding

2 credits, Fall/Winter/Spring/Summer

Designed to improve keyboarding proficiency using the standard keyboarding by touch method established within BT-120. Speed and accuracy on the keyboard will be further refined. Proper formatting of various types of business communication will be reviewed and established (emails, memos, block-style business letters). Students will utilize Microsoft Word and/or Google documents to create letters and memos.

Prerequisites: BT-120

## **BT-124** Business Editing I

3 credits, Summer/Fall/Winter

Course builds business communication skills through the study of the written communication process and the correct use of grammar, spelling, vocabulary, types of written business communication, and basic editing principles.

Recommended: WRD-090 or placement in WRD-098

## **BT-125** Business Editing II

3 credits, Winter/Spring

This course follows BT-124 and uses the second half of the same textbook. It covers additional new grammar rules, in addition to other punctuation, capitalization, and numbers. The course also covers composing business communication documents such as memorandums, letters, and reports, as well as using effective communication in a business environment.

Prerequisites: BT-124 with a C or better

## **BT-160** Word I

3 credits, Fall/Winter

Introductory-level course where students learn basic concepts of the Word software program. This course is designed for students who have no or little knowledge of Word.

Required: Access to the following equipment and software: Personal computer or laptop with MS Windows operating system (preferably Windows 8 or 10), MS Word, or access to the CCC Dye Academic Computer Lab for coursework

Recommended: 35 words per minute typing skill or BT-120

## **BT-161** Word II

3 credits, Spring

This is an intermediate-level course where students learn more advanced features of the Microsoft Word software program. The course is designed for students who have completed BT-160, Word I.

Required: Access to the following equipment and software: Personal computer or laptop with MS Windows operating system (preferably Windows 8 or 10), MS Word, or access to the CCC Dye Academic Computer Lab for coursework

Prerequisites: BT-160 with a C or better

Recommended: BT-124 and 35 words per minute typing skill

## **BT-172** Introduction to Microsoft Outlook

2 credits, Spring

Introductory course to using Microsoft's Outlook application as a tool to send and receive e-mail, organize schedules and events, maintain contacts lists, to-do lists, and notes. The material covered in this course teaches the necessary skills that are required in those business environments that use Outlook.

## **BT-177** Microsoft Project

3 credits, Winter

Covers the basics of using Microsoft Project to plan, schedule, and track a project. Also addresses communicating project information, assigning and tracking resources and costs, tracing progress, and closing a project. Concludes with students using Microsoft Project to produce management and other reports and to share project information with other audiences and applications.

Required: Access to MS Project or use CCC Dye Academic Computer Lab for coursework

## **BT-216** Office Procedures

4 credits, Winter

Applies critical thinking, problem solving, and collaborative learning skills and knowledge to business office operations. Operational areas include communications, technology, records management, safety, travel, meeting management, mail procedures, reprographics, and career planning.

Prerequisites: BA-131

## **BT-262** Integrated Projects

4 credits, Fall

Advanced use and integration of Microsoft Word, Excel, Access and PowerPoint skills in creating letters, reports, and forms; creation of advanced Excel worksheet reports and budgets; creation of Access databases to generate reports and forms; creation of PowerPoint presentations. Introduction to the use of Adobe Professional for use with documents, forms, and web pages. Google applications such as documents, presentations, spreadsheets, and Gmail.

Prerequisites: BA-131 and BT-160

## **BT-271** Advanced Business Projects

4 credits, Spring

Participate in real-world administrative office experience on the campus of CCC by working as team members in a professional environment. Practice using oral and written communications, analyzing information, event and project planning, problem solving, decision making, prioritizing, applying time management skills, and using industry standard technology skills and tools. Each student will spend 60 to 72 hours per term working in a CCC Office (paired with an Administrative Professional), 2 hours per week within the classroom. Required: Student Petition.

Prerequisites: BA-131, BA-205, BT-122, BT-125, BT-160, BT-262, and CS-135S