

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 Prerequisites: WRD-090 or placement in WRD-098

BT-125 Business Editing II

3 credits, Winter/Spring

This course continues the study of professional editing and writing in a business office. The continued and correct use of acceptable spelling, grammar, and formatting of business documents will be covered in-depth, with increased practice in writing and editing skills in the composition of letters, memos, emails, reports, and presentations. Functional business reports will be covered in relation to written reports and proposals, as well as customer service phone etiquette and the creation of professional presentations for the workplace.

Prerequisites: BT-124 with a C or better

BT-150 MS Word for Business & the Workplace

4 credits, Fall/Spring

This course provides a comprehensive introduction to Microsoft Word, progressing from beginning to intermediate skills essential for business and workplace applications. Students will learn to create, format, and edit professional documents. Emphasis will be placed on efficiency, accuracy, and professional presentation, preparing students to use Word effectively in an organizational setting. Hands-on exercises, real-world business scenarios, and projects will reinforce learning.

BT-174 Microsoft Digital Tools for the Professional

2 credits, Spring

Introductory course utilizing Microsoft Office 365 digital communication and collaboration tools. The material taught in this course teaches the necessary skills required in business environments that use Outlook integrated with additional Office 365 complementary digital communication and collaboration tools.

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-150

BT-271 Advanced Business Projects

4 credits, Spring

This is a capstone course for the Administrative Professional AAS. Students will utilize processes, tools, and techniques as used by an administrative professional managing a project or event. Students will practice oral and written communication as used in an office or business setting. In addition students will analyze information, problem solve, make decisions, establish priorities, and use time management skills in this capstone course that combines the knowledge and skills acquired in foundation administrative professional courses such as word processing, creating spreadsheets, creating databases, creating presentations; as well as document formatting, proofreading, and editing.

Prerequisites: BA-131, BA-169Z, BT-120, BT-125, BT-150, and BT-262