

## 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 have the opportunity to 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. The program costs are approximately \$4,350 for tuition and fees and approximately \$2,300 for books and supplies.

### 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 rapidly and appropriately respond to multiple requests 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>		Credit Hours
BUS 1123	Tech Accounting	3
BUS 1203	Tech Keyboarding	3
BUS 2003	Tech Business English	3
BUS 2143	Tech Business Mathematics	3
BUS 2613	Tech Small Business Management	3
<b>Exit: Basic Business Principles Certificate of Proficiency</b>		<b>15</b>
<u>Spring Semester</u>		
BUS 1213	Tech Keyboarding Applications	3
BUS 1303	Tech Computer Applications for Business	3
BUS 1563	Tech Administrative Support Procedures	3
BUS 2013	Tech Business Communications	3
BUS 2153	Tech Computerized Accounting	3
<u>Summer I Term</u>		
BUS 2043	Microsoft Office Preparation & Certification	3
BUS 2623	Tech Business Practicum	3
<b>Exit: Business Technology Technical Certificate</b>		<b>36</b>