Business Technology

(1 to 2 Years)

Two Basic Technical Certificates, two Intermediate Technical Certificates, three Associate of Applied Science degrees, and a Bachelor of Applied Science degree are available.

For a Program Information Packet showing descriptions of each option, course descriptions, lists of course sequences, and the cost of books, tools, uniforms, fees, and other expenses, go online to https://www.isu.edu/businesstechnology/.

Small business owners will benefit from learning skills that will assist them in operating a successful business. Proficiency in skills such as business plan writing, computer accounting, financial planning, business writing, spreadsheets, business math applications, supervision, marketing, and e-commerce are valuable in owning and managing a small business. Administrative professionals manage and maintain all aspects of an office environment. Extensive software skills in Microsoft Word, Excel, Access, and PowerPoint are required, as well as Internet research abilities and strong communication skills. Administrative office assistants need flexibility, excellent interpersonal skills, project coordination skills, and the ability to work well with all levels of internal management and staff as well as outside clients and vendors. Accounting technicians perform a combination of calculating, posting, and verifying duties involving financial data using spreadsheets, database, and accounting software. They handle accounting for sole proprietorships, partnerships, and corporations by electronically processing accounting transactions, using journals and ledgers; preparing financial statements; and processing payroll. Graduates from the Business Technology Program will have acquired new or upgraded skills necessary for any business environment.

Administrative assistants and accounting support professionals are in demand. According to the Idaho Occupational Employment and Wage Survey 2016, salaries for Office and Administrative Support Occupations in Southeastern Idaho averaged $14.72/hour; Bookkeeping, Accounting, and Auditing Clerks averaged $15.02; and Executive Administrative Assistants averaged $21.44/hour.

Helpful High School Courses

English, mathematics, computer applications, keyboarding, accounting, desktop publishing, and economics/business courses.

A grade of “C-” or better must be attained in all required BT program specific courses. If a “C-” or better is not achieved in a required BT class, the student may repeat the class only one time. A minimum cumulative GPA of 2.0 is required for graduation.

Faculty

Coordinator and Clinical Assistant Professor


Master Instructor

Clinical Senior Instructor


Instructor


Emerita

Larson, Debra R., Master Instructor, Business Technology. 1988-2018

Basic Technical Certificate: Business Technology

(1 Semester)

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BT 0116</td>
<td>Professional Leadership Development</td>
<td>1</td>
</tr>
<tr>
<td>BT 0117</td>
<td>Successful Workplace Communications</td>
<td>3</td>
</tr>
<tr>
<td>BT 0170</td>
<td>Computer Literacy and Business Software</td>
<td>3</td>
</tr>
<tr>
<td>BT 0171</td>
<td>Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Six (6) credits of BT electives</td>
<td>6</td>
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<tr>
<td>Total Credits</td>
<td>16</td>
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</tbody>
</table>

Basic Technical Certificate: Small Business Technology

(1 Semester)

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BT 0111</td>
<td>Applied Business Principles</td>
<td>3</td>
</tr>
<tr>
<td>BT 0116</td>
<td>Professional Leadership Development</td>
<td>1</td>
</tr>
<tr>
<td>BT 0117</td>
<td>Successful Workplace Communications</td>
<td>3</td>
</tr>
<tr>
<td>BT 0130</td>
<td>Building Your Brand for Small Businesses</td>
<td>3</td>
</tr>
<tr>
<td>BT 0171</td>
<td>Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BT 0220</td>
<td>Introduction to Entrepreneurship</td>
<td>3</td>
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<tr>
<td>Total Credits</td>
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</table>

Intermediate Technical Certificate: Accounting Technology

(2 Semesters)

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BT 0111</td>
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</tr>
<tr>
<td>BT 0116</td>
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</tr>
<tr>
<td>BT 0117</td>
<td>Successful Workplace Communications</td>
<td>3</td>
</tr>
<tr>
<td>BT 0123</td>
<td>Basic Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BT 0124</td>
<td>Financial Business Applications</td>
<td>3</td>
</tr>
<tr>
<td>BT 0144</td>
<td>Business Document Processing</td>
<td>3</td>
</tr>
<tr>
<td>BT 0147</td>
<td>Accounting Applications</td>
<td>3</td>
</tr>
<tr>
<td>BT 0148</td>
<td>Payroll Procedures</td>
<td>3</td>
</tr>
<tr>
<td>BT 0170</td>
<td>Computer Literacy and Business Software</td>
<td>3</td>
</tr>
<tr>
<td>BT 0171</td>
<td>Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BT 0175</td>
<td>Harnessing Digital Data Using Spreadsheets and Databases</td>
<td>3</td>
</tr>
<tr>
<td>TGE 0158</td>
<td>Employment Strategies</td>
<td>1-3</td>
</tr>
</tbody>
</table>
Intermediate Technical Certificate: Administrative Technology
(2 Semesters)

Required Courses:
- BT 0111 Applied Business Principles 3
- BT 0116 Professional Leadership Development 1
- BT 0117 Successful Workplace Communications 3
- BT 0120 Basic Accounting 3
- BT 0123 Financial Business Applications 3
- BT 0144 Business Document Processing 3
- BT 0170 Computer Literacy and Business Software 3
- BT 0171 Computerized Accounting 3
- BT 0175 Harnessing Digital Data Using Spreadsheets and Databases 3
- BT 0180 Designing Web Communications 3
- BT 0181 Maintaining Digital Communications 3
- TGE 0158 Employment Strategies 1-3
  or BT 0135 Employees and HR Principles 3

Total Credits 32-34

Associate of Applied Science Degree: Administrative Management Technology
(2 Years)

Required Courses:
- BT 0111 Applied Business Principles 3
- BT 0115 Practicum 2
- BT 0116 Professional Leadership Development 1
- BT 0117 Successful Workplace Communications 3
- BT 0120 Basic Accounting 3
- BT 0123 Financial Business Applications 3
- BT 0135 Employees and HR Principles 3
- BT 0144 Business Document Processing 3
- BT 0170 Computer Literacy and Business Software 3
- BT 0171 Computerized Accounting 3
- BT 0175 Harnessing Digital Data Using Spreadsheets and Databases 3
- BT 0180 Designing Web Communications 3
- BT 0181 Maintaining Digital Communications 3
- MGT 2261 Legal Environment of Organizations 3
- Six (6) credits of BT electives 6

General Education courses
- TGE 1140 Survey of Applied Mathematics 3
- TGE 1150 Applied Social Sciences in the Workplace 3
- TGE 1257 Applied Ethics in Technology 3
- TGE 2201 Principles of Accounting I 3
  or ECON 2202 Principles of Microeconomics 3
- COMM 1101 Principles of Speech 3
- ENGL 1101 English Composition 3

Total Credits 60

Associate of Applied Science Degree: Small Business Technology
(Technical Certificate plus 1 Year)

Earned Technical Certificate of at least 30 semester credits 30

Required Courses:
- BT 0111 Applied Business Principles 3
- BT 0116 Professional Leadership Development 1
- BT 0117 Successful Workplace Communications 3
- BT 0130 Building Your Brand for Small Businesses 3
- BT 0135 Employees and HR Principles 3
- BT 0171 Computerized Accounting 3

General Education courses
- TGE 1140 Survey of Applied Mathematics 3
  or MGT 2216 Business Statistics 3
BT 0175 Harnessing Digital Data Using Spreadsheets and Databases 3

BT 0220 Introduction to Entrepreneurship 3

General Education courses

TGE 1140 Survey of Applied Mathematics 3
TGE 1150 Applied Social Sciences in the Workplace 3
TGE 1257 Applied Ethics in Technology 3
COMM 1101 Principles of Speech 3
ENGL 1101 English Composition 3

Total Credits 67

Courses

**BT 0110 Introduction to Business Technology: 2 semester hours.**
Introduces general organizational and administrative office skills, professional dress, etiquette, ethics, and human relations. Explore careers in the field of business information. D

**BT 0111 Applied Business Principles: 3 semester hours.**
Future managers will gain leadership skills including how to work with, inspire, empower, and develop people to become more effective in their working roles. Topics include: management functions of planning, organizing, staffing and leading, communication, decision making, ethics, motivation, group development and team building, coaching for higher performance, conflict resolution, and stress and time management. F, S

**BT 0115 Practicum: 1-3 semester hours.**
On-the-job experience through internships, cooperative training, externships, workstudy, or other on-site work experience modalities. Graded S/U. F, S, Su

**BT 0116 Professional Leadership Development: 1 semester hour.**
This course will provide leadership opportunities to students involved in their professional student organization. Emphasis is on developing leadership, professionalism, dependability, patriotism, and competency in many different skill areas. May be repeated up to 3 credits. F, S

**BT 0117 Successful Workplace Communications: 3 semester hours.**
Develops and reinforces skills necessary to effectively communicate in the business setting. Will focus on verbal, written, and listening skills with an emphasis on grammar, word usage, proofreading, editing, composition, and basic research methods. F, S

**BT 0118 Mechanics of Business Writing: 3 semester hours.**
In this course students will develop effective language usage with emphasis on correct grammar, punctuation, sentence structure, the mechanics of writing business communication, and use of online office tools. F, S

**BT 0119 Business Communications: 2 semester hours.**
Provides communication skills necessary to speak and write clearly in business environment. Focus on proofreading, editing, composition, oral and listening communications, and basic research. PREREQ: BT 0118 with a grade of C- or better. F, S

**BT 0120 Basic Accounting: 3 semester hours.**
This course is an introduction to accounting procedures for individual proprietorship businesses. Emphasis is on the accounting cycle, double-entry accounting, payroll, and procedures for handling transactions associated with both service and merchandising businesses. Students will practice proper accounting procedures manually and/or on spreadsheet software. It is also helpful to those who want to upgrade business skills for improved employability. F, S

**BT 0121 Digital Input and Transcription: 3 semester hours.**
Use current digital input devices (digital recorders, speech recognition, personal digital assistants, and handwriting tablets) and standard transcription equipment to produce and manage business information. Emphasis on punctuation, word study, spelling, formatting, and proofreading skills. PREREQ: BT 0118 and BT 0144 or permission of instructor. D

**BT 0123 Financial Business Applications: 3 semester hours.**
In this course students will develop effective financial business concepts with emphasis on 10-key computations, banking concepts, payroll, retail computations, and time value of money. F, S

**BT 0130 Building Your Brand for Small Businesses: 3 semester hours.**
This course introduces and discusses the basic elements of small business marketing and its process with a focus on principles, brand importance, ecommerce, and social media. F, S

**BT 0135 Employees and HR Principles: 3 semester hours.**
This course discusses basic principles of Human Resources to give students a working knowledge of employment practices in the workplace. Concepts include HR management, staffing, ethics and corporate social responsibility, HR development, employment law, job analysis, strategic planning, recruitment, employee selection, performance management, compensation and benefits, and employee relations. PRE-or-COREQ: BT 0111, BT 0117 or instructor permission. F, S

**BT 0141 Keyboarding: 1 semester hour.**
This course is designed to teach beginning keyboarding by touch to a minimum speed of 25 nwpm. The alphabetic, punctuation, numbers, and symbols keys are covered. Experienced typists benefit from the reinforcement of key locations and techniques to build speed and accuracy. May be repeated up to 3 credits. Graded S/U. F, S, Su

**BT 0144 Business Document Processing: 3 semester hours.**
In this course students will develop proficiency using word processing software to create and format documents according to current business standards. Typing speed of 25 words per minute recommended for entry. D

**BT 0145 Integrated Computer Applications: 3 semester hours.**
This course emphasizes proficiency in word processing, spreadsheets, database, and presentation software. The project-based integrated content simulates a real-world work environment and focuses on productivity, work habits, and communication skills. PREREQ: BT 0144, BT 0170, BT 0173, and BT 0174. F

**BT 0147 Accounting Applications: 3 semester hours.**
Advanced business accounting concepts, principles, and practices. Partnership and corporate accounting, accounting for stocks and bonds. Emphasis on critical thinking and on reinforcing previous accounting knowledge. PREREQ: BT 0118, BT 0120, and BT 0123. S

**BT 0148 Payroll Procedures: 3 semester hours.**
Payroll concepts and procedures including payroll calculations, payroll registers, state and federal withholding and reporting requirements. Both manual and computerized payroll systems will be utilized. PREREQ: BT 0120, BT 0123, and BT 0170. S

**BT 0154 Administrative Management: 3 semester hours.**
Preparation for a broad range of administrative office management responsibilities. Collaboration skills, professional development, and career planning strategies. PREREQ: BT 0118 and BT 0144. F, S
BT 0170 Computer Literacy and Business Software: 3 semester hours.
Important computer and digital technology concepts, issues and skills taught for business careers and life. Concept topics include hardware, software, networking, Internet, digital media, business information systems, and information security. Issue topics include computer ethics, intellectual property rights, privacy, freedom of speech, and globalization. Skill development includes operating systems and file management, online research, word processing, spreadsheets, presentation, and database software. F, S

BT 0171 Computerized Accounting: 3 semester hours.
This course is designed to offer the student the opportunity to experience hands-on microcomputer bookkeeping procedures, generate reports, and analyze financial statements. PREREQ: BT 0120, BT 0144, and BT 0170. F, S

BT 0172 Digital Publishing: 3 semester hours.
This course introduces basic principles of design and utilizes a variety of computer application skills, e.g., Adobe, MS Office, Google Apps, and basic HTML5 to produce and present business information in digital and print formats. PREREQ: BT 0170 and BT 0144. F

BT 0173 Spreadsheets: 3 semester hours.
This course is designed to acquaint users with the process and skills of using personal computers and application software to create and format spreadsheets for the use of data computation and manipulation, database and file management, spreadsheet analysis, graphs. PREREQ: BT 0170. Typing speed of 25 nwpm recommended. D

BT 0174 Records and Database Management: 3 semester hours.
Introduces principles and practices of effective records management for both manual and electronic records systems. Hands-on database applications are used to create, maintain, analyze, and protect records. PREREQ: BT 0170; typing speed of 25 nwpm recommended. D

BT 0175 Harnessing Digital Data Using Spreadsheets and Databases: 3 semester hours.
This course will cover the use of computer application software to create and format spreadsheets and databases. Topics include: data computation and manipulation, database and file management, spreadsheet analysis, graphs, and report design. Introduces principles and practices of effective records management for both manual and electronic records systems. PREREQ: BT 0170 or instructor permission; typing speed of 25 nwpm recommended. D

BT 0180 Designing Web Communications: 3 semester hours.
Introduces basic principles of design and content management and explores a variety of tools to create digital publications and user-focused websites. PREREQ: BT 0170 and BT 0144 or instructor permission. D

BT 0181 Maintaining Digital Communications: 3 semester hours.
Applies advanced design and content management concepts, planning tools, text editors, authoring software, and online tools to produce content on user-focused web sites. PRE-or-COREQ: BT 0180 or instructor permission. D

BT 0199 Experimental Course: 3 semester hours.
This course is not described in the catalog. The course title and number of credits are announced in the class schedule by the scheduling department. Experimental courses may be offered no more than three times. D

BT 0201 Office Resource Management: 3 semester hours.
Tools for managing technology and productivity in today's business environment. Basic computer and network maintenance and troubleshooting. PREREQ: BT 0154. F

BT 0220 Introduction to Entrepreneurship: 3 semester hours.
Small business opportunities, business plans, sources of financing, forms of small business ownership, family-owned businesses, and other small business topics are discussed. F

BT 0230 Marketing and Managing a Small Business: 3 semester hours.
Markets and pricing, promotion and selling, e-commerce; managing finances, legal concerns, human resources, inventory control, and other small business topics of interest will be discussed. S

BT 0296 Independent Study: 1-8 semester hours.
Addresses specific learning needs of individuals for the enhancement of knowledge and skills within the program area under the guidance of an instructor. May be repeated. Graded S/U or may be letter-graded. D

BT 0298 Special Topics: 1-8 semester hours.
Addresses the specific needs of industry, enabling students to upgrade technical skills that are not included in the current program curriculum. May be repeated. Graded S/U or may be letter-graded. D

BT 0299 Experimental Course: 1-6 semester hours.
This is an experimental course. The course title and number of credits are announced in the class schedule by the scheduling department. Experimental courses may be offered no more than three times with the same title and content.

BT 0399 Experimental Course: 1-6 semester hours.
This is an experimental course. The course title and number of credits are announced in the class schedule by the scheduling department. Experimental courses may be offered no more than three times with the same title and content.