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. PREREQ: 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. PREREQ: BT 0180 or instructor permission. D

**BT 0199 Experimental Course: 3 semester hours.**
The content of this course is not described in the catalog. Title and number of credits are announced in the Class Schedule. Experimental courses may be offered no more than three times with the same title and content. May be repeated.

**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