Business Technology (BT)

Courses

BT 1111 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. PREREQ: minimum score of 14 on ALEKS or equivalent. F, S

BT 1115 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 1116 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. PREREQ: minimum score of 14 on ALEKS or equivalent. F, S

BT 1117 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. PREREQ: minimum score of 14 on ALEKS or equivalent. F, S

BT 1120 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. PREREQ: minimum score of 14 on ALEKS or equivalent. F, S

BT 1123 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 1130 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. PREREQ: minimum score of 14 on ALEKS or equivalent. F, S

BT 1135 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 1111, BT 1117 or instructor permission. F, S

BT 1144 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. PREREQ: minimum score of 14 on ALEKS or equivalent. PREREQ: minimum score of 14 on ALEKS or equivalent. D

BT 1145 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 1144, BT 1170, and BT 1175, or instructor permission. D

BT 1147 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 1120, and PRE/ COREQ: BT 1123. S

BT 1148 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. PRE/COREQ: BT 1123. S

BT 1160 Foundations of Cloud Computing: 2 semester hours.
Provides a detailed overview of cloud concepts, Amazon Web Services (AWS) core services, security, architecture, pricing, and support. Intended for students who seek an overall understanding of cloud computing concepts, independent of specific technical roles. Helps to prepare students for the AWS Certified Cloud Practitioner exam. PREREQ: Minimum score of 14 on ALEKS or equivalent.

BT 1161 Introduction to Cloud Computing Languages I: 3 semester hours.
This introductory programming course provides a strong foundation with an overview of core programming languages which can be used to build simple applications. Syntax, including function and module design is considered. File consumption and exception handling are also included early in the class. Examination and implications of using different data types. PREREQ: Minimum score of 14 on ALEKS or equivalent.

BT 1162 Introduction to Cloud Computing Languages II: 3 semester hours.
Introduction to computer programming using object-oriented programming principles. Emphasis is placed on Examine event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools. PREREQ: Minimum score of 14 on ALEKS or equivalent.

BT 1163 Cloud Computing Architecture: 4 semester hours.
Build IT infrastructure on Amazon Web Services (AWS). Optimize use of the AWS Cloud by understanding AWS services and best practices for the AWS Cloud and how they fit into cloud-based solutions. Design patterns for architecting optimal IT solutions on AWS, as well as strategies and services implemented on AWS. PREREQ: Permission of Instructor, BT 1160.

BT 1164 Cloud Computing Operations: 4 semester hours.
Explore development theories and practice techniques related to operationalizing Amazon Web Services (AWS) cloud technologies.

BT 1170 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 1171 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. Typing speed of 25 nwpm recommended. PREREQ: minimum score of 14 on ALEKS or equivalent. F, S

BT 1175 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. Typing speed of 25 nwpm recommended. D

BT 1180 Digital Communications: Foundations: 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. PRE-OR-COREQ: BT 1170 or instructor permission. D

BT 1181 Digital Communications: Implementation: 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 1180 or instructor permission. D

BT 1190 Introduction to Hospitality Management: 3 semester hours.
This introductory course will provide students with an overview of the businesses in the hospitality industry, including hotel and lodging, restaurant, and travel and tourism. The hospitality industry is a broad, and ever-growing industry. This course will help the student understand the different market segments, as well as the career opportunities and the employability skills needed to succeed in specific hospitality fields. PREREQ: minimum score of 14 on ALEKS or equivalent. F, S

BT 1191 Customer Service and Conflict Resolutions: 3 semester hours.
This introductory course will provide students with an overview of customer service and conflict resolution with a focus on the hospitality industry. Focus will be on the four pillars of customer service for both external and internal customers, applying effective communication skills in customer service, and recognizing and describing how to successfully communicate with difficult customers. PREREQ: minimum score of 14 on ALEKS or equivalent. F

BT 1192 Event Management and Marketing: 3 semester hours.
This course will provide students with an in-depth overview of marketing specifically from a hospitality and event management perspective. Focus will be on in-house events, community events, conventions, attractions, and destination management. PREREQ: minimum score of 14 on ALEKS or equivalent. S

BT 1193 Hospitality Law: 3 semester hours.
This course will provide students with an insight into business and employment law as it specifically pertains to the hospitality industry. The focus will be on practical application of hospitality laws and real-world cases to help students recognize and avoid liability issues. Additional focus will include government agencies that impact the hospitality industry, overseeing contracts, and legally managing properties, employees, and guests. PREREQ: minimum score of 14 on ALEKS or equivalent. S

BT 1199 Experimental Course: 1-6 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 2220 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. PREREQ: minimum score of 14 on ALEKS or equivalent. F

BT 2296 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 2298 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 2299 Experimental Course: 1-6 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 3399 Experimental Course: 1-8 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.