Business Technology

(1 to 2 Years)

Program Description	Type	Degree
Business Technology, B.T.C. (http://coursecat.isu.edu/undergraduate/technology/businesstechnology/btc-business-technology/)	Certificate	
Small Business Technology, B.T.C. (http://coursecat.isu.edu/undergraduate/technology/businesstechnology/btc-small-business-technology/)	Certificate	
Accounting Technology, I.T.C. (http://coursecat.isu.edu/undergraduate/technology/businesstechnology/itc-accounting-technology/)	Certificate	
Administrative Technology, I.T.C. (http://coursecat.isu.edu/undergraduate/technology/businesstechnology/itc-administrative-technology/)	Certificate	
Cloud Computing, B.T.C. (http://coursecat.isu.edu/undergraduate/technology/businesstechnology/basic-technical-certificate-cloud-computing/)	Certificate	
Hospitality Management, I.T.C. (http://coursecat.isu.edu/undergraduate/technology/businesstechnology/itc-hospitality-management/)	Certificate	
Accounting Technology, A.A.S. (http://coursecat.isu.edu/undergraduate/technology/businesstechnology/aas-accounting-technology/)	Degree	A.A.S.
Administrative Management Technology, A.A.S. (http://coursecat.isu.edu/undergraduate/technology/businesstechnology/aas-administrative-management-technology/)	Degree	A.A.S.
Hospitality Management, A.A.S. (http://coursecat.isu.edu/undergraduate/technology/businesstechnology/aas-hospitality-management/)	Degree	A.A.S.
Small Business Technology, A.A.S. (http://coursecat.isu.edu/undergraduate/technology/businesstechnology/aas-small-business-technology/)	Degree	A.A.S.
Applied Science, B.A.S. (http://coursecat.isu.edu/undergraduate/technology/bachelor-applied-science/bas-applied-science/)	Degree	B.A.S.

Overview

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/program-handbook--forms/.

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 (http://coursecat.isu.edu/undergraduate/technology/businesstechnology/faculty/)

BT Courses (http://coursecat.isu.edu/undergraduate/allcourses/bt/)