BUSINESS TECHNOLOGY (BT)

BT-1000 Keyboarding and Document Formatting
2 Credits
Mastery of alphabetic and numeric keyboard using touch system. Formatting, speed and skill development, and keying basic business documents emphasized. Instruction on microcomputer. Typing placement test available in campus assessment centers for students with prior keyboarding experience.
Lecture: 1 hour. Laboratory: 2 hours
Prerequisite(s): None.

BT-1005 Computer Fundamentals
2 Credits
Introduces students to general concepts of computer information systems. Presents terminology and effects of computers in our personal and business lives. Discusses available hardware and software as well as their applications. Includes repetitive hands-on applications in windows, keyboarding, electronic messaging, and word processing using a Windows environment. Introduces research techniques on the Internet and the World Wide Web. Exposes students to applications that promote critical thinking skills which are required to analyze and process information in future information technology courses.
Lecture: 1 hour. Laboratory: 2 hours
Prerequisite(s): None.

BT-1201 Word Processing
3 Credits
Basic and intermediate techniques and skills using word processing software applied to practical business applications. Introduction to and formatting of a variety of documents will be taught. Professionalism and soft skills emphasized (e.g., punctuality, getting along with others, etc.)
Lecture: 2 hours. Laboratory: 2 hours
Prerequisite(s): BT-1000 Keyboarding and Document Formatting or appropriate score on Typing placement test. Test is available in Campus Assessment Centers.

BT-1241 Information & Records Management
3 Credits
Fundamentals of records, including basic rules for indexing, filing, and records handling from creation to destruction or archival storage. Includes traditional and electronic records management.
Lecture: 2 hours. Laboratory: 2 hours
Prerequisite(s): IT-1090 Computer Applications or IT-101H Honors Computer Applications.

BT-1600 Specialized Business Document Software
2 Credits
Hands-on implementation of current industry software for specialized business documents including electronic forms and diagrams.
Lecture: 1 hour. Laboratory: 2 hours
Prerequisite(s): None.

BT-1700 Business Spreadsheets (Excel)
3 Credits
Lecture: 2 hours. Laboratory: 2 hours
Prerequisite(s): IT-1090 Computer Applications, or concurrent enrollment; or IT-109H Computer Applications, or concurrent enrollment; or department approval.

BT-2040 Emerging Workplace Technology
3 Credits
Hands-on utilization of Internet and World Wide Web resources in order to communicate, collaborate, exchange information, conduct research and maintain organization in today's workplace business environment.
Lecture: 2 hours. Laboratory: 2 hours
Prerequisite(s): IT-1090 Computer Applications or IT-109H Honors Computer Applications; or BADM-1080 Social Media Marketing or concurrent enrollment; or Business Technology departmental approval.

BT-2150 Legal Document Preparation
3 Credits
Preparation of the most common legal documents through word processing. Administrative duties performed in a law firm or legal settings, using accepted industry standards.
Lecture: 2 hours. Laboratory: 2 hours
Prerequisite(s): IT-1090 Computer Applications, or IT-109H Honors Computer Applications.

BT-2200 Advanced Word Processing
3 Credits
Study and application of advanced text editing features of word processing software as applied to complex business documents. Includes managing data, advanced merge techniques, sort, customizing documents and features, quick parts, styles, protecting and sharing documents, referencing data, forms, complex tables and columns, type math functions, styles, outlines, templates, macros, graphics, and collaboration.
Lecture: 2 hours. Laboratory: 2 hours
Prerequisite(s): BT-1201 Word Processing, or departmental approval: equivalent proficiency.

BT-2210 Presentation Software
2 Credits
Comprehensive instruction in the major features of presentation software. Students learn to create professional-quality slide presentations. Instruction in design strategy-importing and creating graphics; sound-creating, editing, playing and downloading from the Internet; and research video-capturing software, playing and editing video.
Lecture: 1 hour. Laboratory: 2 hours
Prerequisite(s): IT-1090 Computer Applications, or IT-109H Honors Computer Applications, or departmental approval: comparable knowledge or skills.
BT-2270 Desktop Publishing  
3 Credits  
Hands-on applications using desktop publishing software package. Application of desktop publishing techniques and design concepts, applied to a variety of business publications. Course assumes prior word processing experience/knowledge.  
Lecture: 2 hours. Laboratory: 2 hours  
Prerequisite(s): BT-1201 Word Processing or departmental approval: equivalent proficiency.

BT-2300 Business Database Systems (Access)  
3 Credits  
Relational database theory, objects and application design. Database design and implementation techniques. Problem solving strategies using database software for accurate and timely storage, retrieval, manipulation and interpretation of data in a business environment.  
Lecture: 2 hours. Laboratory: 2 hours  
Prerequisite(s): IT-1090 Computer Applications or IT-109H Honors Computer Applications.

BT-2370 Office Meeting and Event Coordination  
3 Credits  
Principles and practices for office professionals and public relations practitioners who coordinate events, meetings, conferences, or conventions.  
Lecture: 2 hours. Laboratory: 2 hours  
Prerequisite(s): IT-1090 Computer Applications, or IT-109H Honors Computer Applications; and BT-2210 Presentation Software, and BT-2270 Desktop Publishing, or concurrent enrollment; and BT-2990 Business Technologies Capstone or concurrent enrollment.

BT-2410 Administrative Management  
3 Credits  
Principles of supervisory skills and management. Emphasis on problem-solving and communications necessary to administer lower and mid-level business functions and management of employees.  
Lecture: 3 hours  
Prerequisite(s): BADM-1020 Introduction to Business.

BT-2500 Web Authoring Tools  
3 Credits  
Introduction to industry standards for web page authoring and editing within an open-source Content Management System (CMS). Topics include principles of web design, file management, formatting, HTML, CSS, image optimization, publishing and managing web pages. Create your own website through a powerful content management publishing platform.  
Lecture: 2 hours. Laboratory: 2 hours  
Prerequisite(s): IT-1090 Computer Applications, or IT-109H Honors Computer Applications; or BT-2040 Emerging Workplace Technology; or Business Technology department approval.

BT-2510 Project Management Software  
3 Credits  
Overview of concepts and hands-on activities in a project management software application. Utilize a business scenario incorporating knowledge and skills relating to project scheduling, calendars, tasks, phases, resources, charting, and reporting.  
Lecture: 2 hours. Laboratory: 2 hours  
Prerequisite(s): BADM-1020 Introduction to Business; and IT-1090 Computer Applications or IT-109H Honors Computer Applications; or departmental approval.

BT-2700 Advanced Business Spreadsheets (Excel)  
3 Credits  
Study and implementation of intermediate and advanced spreadsheet application features as applied within business environments. Focus on data analysis tools, collaboration, What-If-analysis, statistical functions, data imports/exports, auditing tools, Business Intelligence tools and macros.  
Lecture: 2 hours. Laboratory: 2 hours  
Prerequisite(s): BT-1700 Business Spreadsheets (Excel)

BT-2830 Cooperative Field Experience  
1-3 Credits  
Limited to students in Cooperative Education Program. Employment in an approved training facility under College supervision. Requirement for one credit is 180 hours of approved work. Students may earn up to three credits in one semester. May be repeated for an accrued maximum of nine credits.  
Other Required Hours: 180 clock hours of approved work per credit hour.  
Prerequisite(s): Formal application into the Cooperative Education Program.

BT-2990 Business Technologies Capstone  
3 Credits  
The Capstone course offers students the opportunity to analyze and determine solutions to common workplace business scenarios and problems by implementing skill sets and knowledge learned within their Business Technology coursework. Emphasis on projects, critical thinking skills, teamwork and implementation of business software.  
Lecture: 2 hours. Laboratory: 2 hours  
Prerequisite(s): BT-1201 Word Processing, and BT-2210 Presentation Software, and BT-2220 Business Spreadsheet Applications (Excel), and BT-2040 Emerging Workplace Technology, and BT-2300 Business Database Systems (Access), and BT-2410 Administrative Management. CTAN Approved: CTAPS001.