

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-1201 Word Processing **3 Credits**

Students will implement a wide variety of features in word processing software as applied to business documents. Outcomes include building proficiency in creation of tables, professional papers, newsletters and development of skills in document productivity/automation.

Lecture: 2 hours. Laboratory: 2 hours

Prerequisite(s): IT-1090 Computer Applications or concurrent enrollment.

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-109H 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**

Study of business spreadsheet concepts. Spreadsheet theory, design, manipulation, and implementation techniques. Hands-on applications, case studies and problem-solving strategies using spreadsheet software for accurate and timely analysis, manipulation, and interpretation of data. Overview of formulas, functions, formatting, sorts/filters, charts, Excel tables/subtotals, Pivot Tables and What-If Analysis tools.

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 concurrent enrollment; IT-109H Honors Computer Applications or concurrent enrollment; or MARK-1080 Social Media Marketing or concurrent enrollment; or Business Technology departmental approval.

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-2211 Presentation Software **3 Credits**

Comprehensive instruction in the major features of presentation software for delivery of presentations in synchronous online environments and live audiences. Students learn to create professional-quality slide presentations. Instruction in planning, design strategies, layout, and recording options. Lessons include best practices for content implementation including graphics; animations, sounds and videos.

Lecture: 2 hours. 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-2411 Workforce 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-2700 Advanced Business Spreadsheets, and BT-2040 Emerging Workplace Technology, and BT-2300 Business Database Systems (Access), and BT-2411 Workforce Management. CTAN Approved: Career Technical Assurance Guide CTAPS001.