

# BUSINESS TECHNOLOGY, ASSOCIATE OF APPLIED BUSINESS



The Business Technology degree program prepares students with a comprehensive blending of business, critical thinking, and software knowledge/skills in preparation for entry-level business and advanced administrative career titles. Students will build a foundation in business software, management techniques, decision making, ethics and effective communication.

**Program contact:** Learn more

**This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify the Office of the Registrar at RegistrarOffice@tri-c.edu.**

Learn more about how certificate credits apply to the related degree.

## Program Learning Outcomes

This program is designed to prepare students to demonstrate the following learning outcomes:

1. Utilize current workplace technologies for organization, collaboration, and sharing of ideas and documents.
2. Perform at an advanced level with spreadsheet, database, presentation and word processing applications.
3. Apply managerial skills and problem-solving skills in a workplace environment including decision making, critical thinking, independent task completion, time management, and effective communication.
4. Apply project management skills and software to workplace existing or new projects.
5. Analyze, interpret, and explain quantitative data.
6. Apply the principles of emotional intelligence when interacting with others in the workplace.
7. Describe the traits of effective leadership, and distinguish between appropriate types of feedback.
8. Recognize the value of working in a diverse environment.
9. Utilize time effectively and perform tasks in a timely and efficient manner.
10. Collaborate with colleagues to accomplish common goals.
11. Apply principles of quality and ethics to a wide variety of business scenarios.

First Semester		Credit Hours
BADM-1020	Introduction to Business	3
BT-1201	Word Processing	3
MATH-1xxx	1000-level MATH course or higher	3
Select one of the following:		3
ENG-1010	College Composition I	
ENG-101H	Honors College Composition I	
Select one of the following:		3
IT-1090	Computer Applications	
IT-109H	Honors Computer Applications	
Credit Hours		15
Second Semester		Credit Hours
BT-1700	Business Spreadsheets (Excel)	3
BT-2040	Emerging Workplace Technology	3
BT-2211	Presentation Software	3
Select one of the following:		3
BADM-2010	Business Communications	
BADM-201H	Honors Business Communications	
DEGR-xxxx	BT Elective or Certificate Requirement	2-3
DEGR-xxxx	BT Elective or Certificate Requirement	2-3
Credit Hours		16-18
Third Semester		Credit Hours
BT-2300	Business Database Systems (Access)	3
BT-2411	Workforce Management	3
BT-2700	Advanced Business Spreadsheets (Excel)	3
DEGR-xxxx	BT Elective or Certificate Requirement	2-3
Select one of the following:		3
COMM-1010	Fundamentals of Speech Communication	
COMM-101H	Honors Speech Communication	
Credit Hours		14-15
Fourth Semester		Credit Hours
BT-2510	Project Management Software	3
BT-2830	Cooperative Field Experience	1
BT-2990	Business Technologies Capstone	3
DEGR-xxxx	BT Elective or Certificate Requirement	3
Social and Behavioral Science/Natural and Physical Science requirements		3
Select one of the following:		3
PHIL-2020	Ethics	
PHIL-202H	Honors Ethics	
Credit Hours		16
Total Credit Hours		61-64
ELECTIVES		
Code	Title	Credit Hours
ACCT-1520	QuickBooks Immersion	2
BT-1000	Keyboarding and Document Formatting	2
BT-2200	Advanced Word Processing	3
BT-2270	Desktop Publishing	3
BT-2700	Advanced Business Spreadsheets (Excel)	3
BT-2500	Web Authoring Tools	3

CCR-1350	Legal Terminology	3
CCR-2351	Editing Legal Documents	3
CCR-2360	Proofreading Skill Development	2
HIM-1121	Medical Billing Practices	2
MA-1020	Medical Terminology I	3
MA-2010	Medical Terminology II	2
PL-1502	Law Office Technology	3