BUSINESS TECHNOLOGY (BTEC)

KEYBOARDING
BTEC 100 3 Credits/Units
11 hours of lecture / 44 hours of lab
Introduction to the keyboard, development of speed and accuracy, and basic keyboarding applications, including business letters, memos, tables, and reports. Keyboarding courses (BTEC 101, 102, and 190) are taught as individualized instruction through self-paced study. Students register for BTEC 100. At the end of the term, registration will automatically be changed to the appropriate course(s). A student earns from 1 to 3 credits in a course depending on the number of lessons and tests successfully completed. [GE] [PNP]

KEYBOARDING & WORD PROCESSING
BTEC 101 3 Credits/Units
11 hours of lecture / 44 hours of lab
Introduction to the keyboard, development of speed and accuracy and basic word processing skills for formatting simple letters, memos, tables, and reports. [GE][PNP]

REFRESHER KEYBOARDING
BTEC 103 3 Credits/Units
11 hours of lecture / 44 hours of lab
Review of keyboard and basic typing applications, development of speed and accuracy. Students must be able to type at least 30 words per minute by touch to register for this course. Business Technology majors who type at least 30 words per minute by touch must enroll in this course. Continuous enrollment, flexible time, individualized program. Satisfactory completion meets prerequisite for BTEC 120, Document Formatting. [GE]

BEGINNING COMPUTER FUNDAMENTALS
BTEC 105 3 Credits/Units
33 hours of lecture
Introduction to basic computer skills. Topics include computer components, terminology, and skills to manage files/folders, send and receive email, create documents using word processing, make simple spreadsheets, and locate information on the Internet. For students with little or no prior computer experience. [GE] [PNP]

APPLIED OFFICE ENGLISH
BTEC 106 3 Credits/Units
33 hours of lecture
Prerequisite: Eligibility for ENGL 098.
Fundamental skills in the use of reference materials, spelling, business vocabulary, editing, word usage, grammar, sentence structure, and punctuation and practice in basic writing skills for business letters, memoranda, and email. Students who have already completed BTEC 087 or BTEC 107 should not take this course. [CA,GE]

BUSINESS ENGLISH
BTEC 107 5 Credits/Units
55 hours of lecture
Prerequisite: Eligibility for ENGL 098.
Develop proficiency in the language skills necessary for business writing. Strong emphasis placed on grammar, punctuation, sentence structure, capitalization, subject/verb agreement, and editing. [CA,CT,SE]

INTRODUCTION TO OUTLOOK
BTEC 114 5 Credits/Units
11 hours of lecture
This course is designed to give students an overview of Outlook. Students will be introduced to email etiquette, calendaring functions, and create and organize contacts, and compose and deal with email messages. [GE] [PNP]

APPLICATION ESSENTIALS: WORD
BTEC 116 1 Credit/Unit
11 hours of lecture
Fundamentals of common business applications using MS Word and MS Excel, and using Windows to manage files/folders and giving students hands-on experience in word processing. Basic Word features, basic spreadsheet skills and common formulas and functions will be covered. [GE] [PNP]

APPLICATION ESSENTIALS: EXCEL
BTEC 117 1 Credit/Unit
11 hours of lecture
Fundamentals of common business applications using MS Windows and MS Excel, and using Windows to manage files/folders and giving students hands-on experience in spreadsheets. Basic Excel features, basic spreadsheet skills and common formulas and functions will be covered. [GE] [PNP]

APPLICATION ESSENTIALS: POWERPOINT
BTEC 118 1 Credit/Unit
11 hours of lecture
Fundamentals of common business applications using MS Windows and MS PowerPoint to manage files/folders and giving students hands-on experience in presentation software. Basic PowerPoint features including basic designs and animation will be covered. Successful completion of BTEC 116, 117, 118 can replace BTEC 149. [GE] [PNP]

INTRODUCTION TO WORD
BTEC 120 3 Credits/Units
33 hours of lecture
Create, format, edit, save and print documents using fonts, numbered and bulleted text tables, tabs, columns, thesaurus, grammar-check. Create reports and longer documents using columns, page numbers, footnotes, endnotes, headers and footers. Assemble form letters using mailing lists, envelopes, mailing labels, and standard paragraphs. Use styles to create flyers and newsletters with graphics. BTEC 100 or keyboarding speed tests may be taken in BTEC 120. [GE] [PNP]

APPLICATION ESSENTIALS: WORD
BTEC 122 5 Credits/Units
55 hours of lecture
Producing letters, memos, and tables using fonts, tabs, tables, numbered and bulleted text tables, thesaurus, and grammar-check. Reports and longer documents will be created using columns, page numbers, footnotes, endnotes, headers, and footers. Form letters using mailing lists, envelopes, mailing labels, and standard paragraphs will be assembled. Styles, flyers and newsletters with graphics are included. [GE] [PNP]

APPLICATION ESSENTIALS: EXCEL
BTEC 117 1 Credit/Unit
11 hours of lecture
Fundamentals of common business applications using MS Windows and MS Excel, and using Windows to manage files/folders and giving students hands-on experience in spreadsheets. Basic Excel features, basic spreadsheet skills and common formulas and functions will be covered. [GE] [PNP]

APPLICATION ESSENTIALS: PowerPoint
BTEC 118 1 Credit/Unit
11 hours of lecture
Fundamentals of common business applications using MS Windows and MS PowerPoint to manage files/folders and giving students hands-on experience in presentation software. Basic PowerPoint features including basic designs and animation will be covered. Successful completion of BTEC 116, 117, 118 can replace BTEC 149. [GE] [PNP]

APPLICATION ESSENTIALS: Outlook
BTEC 114 1 Credit/Unit
11 hours of lecture
This course is designed to give students an overview of Outlook. Students will be introduced to email etiquette, calendaring functions, and create and organize contacts, and compose and deal with email messages. [GE] [PNP]
10-KEY CALCULATOR
BTEC 135
5 hours of lecture / 10 hours of lab
Ten-key by touch using a business-size electronic calculator. Training on operational features of modern business calculators incorporating business applications. [GE] [PNP]

BUSINESS TECHNOLOGY SEMINAR
BTEC 140
22 hours of lecture
Concurrent enrollment in BTEC 199.
Prerequisite: Written consent of Instructional Unit required.
Problems, methods, procedures, and human relations related to on-the-job work experience in business. [GE] [PNP]

BUSINESS TECHNOLOGY SEMINAR
BTEC 141
22 hours of lecture
Concurrent enrollment in BTEC 199.
Prerequisite: Written consent of Instructional Unit required.
Problems, methods, procedures, and human relations related to on-the-job work experience in business. [GE] [PNP]

BUSINESS TECHNOLOGY SEMINAR
BTEC 143
22 hours of lecture
Concurrent enrollment in BTEC 199 required.
Prerequisite: Consent of Instructional Unit.
Problems, methods, procedures, and human relations related to on-the-job work experience in business. [GE] [PNP]

BUSINESS TECHNOLOGY SEMINAR
BTEC 145
22 hours of lecture
Concurrent enrollment in BTEC 199 required.
Prerequisite: Consent of Instructional Unit.
Problems, methods, procedures, and human relations related to on-the-job work experience in business. [GE] [PNP]

PROFESSIONAL SELF-DEVELOPMENT
BTEC 147
22 hours of lecture
Professional concepts applied to individuals in the business world in relation to themselves, the companies they represent, and the public they serve. Focus on improving resume, cover letter, interview, career portfolio and business communication and business etiquette skills. [GE]

BUSINESS PROFESSIONAL SELF DEVELOPMENT
BTEC 148
33 hours of lecture
This course is designed to give students an overview of the job search process and will also explore the importance of developing and using soft skills in a business setting. Students will learn professional business concepts and communication skills improving themselves, the companies they represent and the public they serve. For employees or prospective employees who wish to improve their professional relations and growth potential. [HR] [PNP]

COMPUTER APPLICATIONS ESSENTIALS
BTEC 149
33 hours of lecture
Fundamentals of common business applications using MS Windows and MS Office. An overview using Windows to manage files/folders and giving students hands-on experience in word processing, spreadsheet, presentation, and database software. [GE]

COMPUTER BUSINESS APPLICATIONS
BTEC 150
55 hours of lecture
Introduction to creating business projects with MS Windows and MS Office that emphasize critical thinking and problem-solving skills. Assignments include managing files/folders, creating and formatting Word documents, Excel workbooks, PowerPoint presentations, and Access databases, as well as integrated Office applications; researching and writing an MLA report and, in teams, creating and giving a presentation based on research. [GE] [PNP]

INTRODUCTION TO OFFICE PUBLISHING TOOLS
BTEC 155
33 hours of lecture
Introduction to Microsoft Publisher. Focus on creating, saving, printing, and/or publishing flyers, newsletters, Web sites, and various business publications and forms; also applying graphics and publishing standards. [GE] [PNP]

POWERPOINT PRESENTATION
BTEC 165
33 hours of lecture
Create and deliver electronic business presentations using Microsoft PowerPoint incorporating ethics in infographics. Develop presentation skills using text, graphics, charts, clip art, scanned objects, and embedding or linking media for print, sales presentations, and interoffice electronic communications. Previous experience with Windows environment using Word or Excel is recommended. [GE] [PNP]

INTRODUCTION TO EXCEL
BTEC 169
3 Credits/Units
33 hours of lecture
Skills to create, edit, format, and print spreadsheets, tables, graphs and charts using Microsoft Excel; skills to create and edit formulas and simple functions; skills to create, sort, and filter worksheet databases; skills to PivotTables, templates, and manage multiple worksheets and workbooks. Prior experience with keyboard and/or ten-key by touch and logical thinking are extremely helpful. [GE]

EXCEL FOR BUSINESS
BTEC 170
3 Credits/Units
33 hours of lecture
Prerequisite: BTEC 169 and BUS 102 or equivalent score on COMPASS placement or consent of Instructional Unit.
Advanced Microsoft Excel skills including creating, editing, and printing professional workbooks, using advanced formulas and charts, auditing and validating worksheet data, and solving complex problems with Excel. Integrating Excel with other office applications and understanding how technology is critical to solving business problems. An introduction to VBA, macros, and making an application in Excel. [GE] [PNP]

ACCESS FOR FUNDAMENTALS
BTEC 180
2 Credits/Units
22 hours of lecture
Introduction to Microsoft Access skills for office workers. Topics include creation and structure of tables, queries, simple forms, and reports. Introduction of special fields such as OLE, drop-down menus and using calculations in tables, forms, and queries. The course does assume knowledge of Microsoft Windows. [GE]
E-COMMERCE: INTRO TO BUSINESS ON THE WEB
BTEC 195  3 Credits/Units
33 hours of lecture
Introduction to e-commerce including the evolution of electronic commerce, business-to-business and business-to-customer e-commerce, creating a Web presence, commerce infrastructure and software choices, security and encryption issues, and electronic payment systems. Requires a group project to write a business plan for an online entity. Prior computer class (BTEC 149 or 150), BUS 101, and familiarity with a Web browser recommended. Cannot receive credit for BTEC 195 and 212. [GE]

COOPERATIVE WORK EXPERIENCE
BTEC 199  3 Credits/Units
99 hours of clinical
Supervised on-the-job work experience in an approved job in the local community with specific learning objectives and employer evaluation. See Cooperative Education Work Experience description in College Life and Services section of the catalog for more information. Consent of Instructional Unit and concurrent enrollment in accompanying seminar course required. 9 credits maximum. [GE]

SPEED AND ACCURACY BUILDING I
BTEC 200  1 Credit/Unit
22 hours of lab
Prerequisite: A grade of "C" or better in BTEC 101 or equivalent.
Emphasis on using correct keyboarding techniques and prescriptive drills to improve speed, accuracy, and endurance to prepare students for success in advanced keyboarding classes. [GE]

DOCUMENT FORMATTING
BTEC 201  3 Credits/Units
11 hours of lecture / 44 hours of lab
Prerequisite: BTEC 101 (or 103) and BTEC 120 (or 122).
Business letters, tables, electronic forms, use of templates, and report keyboarding on a production basis. Further development of speed and accuracy. Continuous enrollment, flexible times, individual program. Cannot receive credit for both BTEC 201 and 102. [GE]

SPEED AND ACCURACY BUILDING II
BTEC 203  2 Credits/Units
11 hours of lecture / 22 hours of lab
Prerequisite: BTEC 201 or 102 or consent of Instructional Unit.
Emphasis will be placed on correct techniques and appropriate drills to improve speed and accuracy. Cannot receive credit for both BTEC 203 and 010. [GE]

INTRODUCTION TO SHAREPOINT
BTEC 207  3 Credits/Units
33 hours of lecture
Prerequisite: Completion of BTEC 149 or 150 or BTEC 120 or 122, BTEC 169, and CTEC 102 or consent of Instructional Unit.
This course is designed to give students an overview of the content management system SharePoint and its application for use in a business environment. [CP] [PNP]

ADMINISTRATIVE PROCEDURES
BTEC 211  5 Credits/Units
55 hours of lecture
Overview of current office procedures to equip students with the tools to solve a variety of problems in the changing business world using Microsoft applications. Complete simulated exercises requiring critical thinking, understanding of multicultural relations, and advanced office practices in preparation to work successfully in various office situations. [GE] [PNP]