

BT - BUSINESS TECHNOLOGY

BT110 Business Editing ★

Credits 3 Spring

Registration Requirement: RD090 and WR090, or IECC201R and IECC201W, each with a grade of "C" or better; or placement above stated course levels. Flash/jump drive is required on the first day of class. This course provides an opportunity for in-depth study of the mechanics of language; review of grammar and punctuation rules; and practice in correcting, editing and revising business documents.

BT116 Communication Technologies

Credits 3 Winter

Registration Requirement: RD090 and WR090, or IECC201R and IECC201W, each with a grade of "C" or better; or placement above stated course levels.

In this course students are exposed to new communications technologies. To maximize employment opportunities and business skills, students will learn Microsoft's most popular information tool, Microsoft Outlook. Students become familiar with this high-powered organizational tool in a model office environment, which is the key to using Microsoft Outlook software effectively and efficiently. The most current business etiquette techniques are discussed and reviewed while students work with email, calendaring, handling contacts and strategies in using business telephone systems. Flash/jump drive is required on the first day of class.

BT123A Keyboarding Skill Development

Credits 3 Fall/Winter/Spring

Registration Requirement: RD090 or IECC201R with a grade of "C" or better, or placement above stated course level; and familiarity with keyboarding and the ability to type by touch at a minimum of 20 words per minute. USB drive is required on the first day of class. Students can improve speed and/or accuracy with this course. This is a lab/lecture course using a specific software package in a self-directed instructional environment as a lab activity. This course provides students with an opportunity for diagnosing and evaluating computer keyboarding problems, prescribing and developing individualized practice and increasing speed and accuracy skill development. USB drive is required on the first day of class.

BT123B Keyboarding Skill Refinement

Credits 3 Fall/Winter/Spring

Registration Requirement: BT123A.

Students continue to improve accuracy and speed for sustained employability. This intermediate course provides students with the opportunity to improve both speed and accuracy at the keyboard. Utilizing a computerized diagnostic system, students are provided with an opportunity for self-diagnosing and evaluating computer keyboarding problems, prescribing and developing individualized practice, and speed and accuracy skill development.

BT210ZAA Access - Level I

Credit 1 Fall/Winter/Spring

Registration Requirement: RD090 or IECC201R with a grade of "C" or better, or placement above stated course level; and a previous computer course and familiarity with Windows environment.

Learn basic operations of a database using Access. USB is required on the first day of class. Prior knowledge of Microsoft applications is recommended. Every attempt will be made to accommodate all students wanting to add BT210 classes. All sections with the same meeting time share seats and will not close until all similarly scheduled courses reach a total maximum enrollment.

Additional Course Fee: \$25.00

BT210ZAB Access - Level II

Credit 1 Fall/Winter/Spring

Registration Requirement: BA131 or BT118 or BT210ZAA; or instructor consent.

Learn intermediate operations of a database using Access. USB drive is required on the first day of class. Every attempt will be made to accommodate all students wanting to add BT210 classes. All sections with the same meeting time share seats and will not close until all similarly scheduled courses reach a total maximum enrollment. BT210 classes can be added during the current term by bringing an ADD slip to one of the required orientations during Week 1 (for section 60) and/or during Week 6 (for section 70).

Additional Course Fee: \$25.00

BT210ZEA Excel - Level I

Credit 1 Fall/Winter/Spring

Registration Requirement: RD090 or IECC201R; and MTH20; each with a grade of "C" or better; or placement above stated course levels; and a beginning Windows course or equivalent experience.

Create simple spreadsheets using Excel. USB drive is required on the first day of class. Every attempt will be made to accommodate all students wanting to add BT210 classes. All sections with the same meeting time share seats and will not close until all similarly scheduled courses reach a total maximum enrollment.

Additional Course Fee: \$25.00

BT210ZEB Excel - Level II

Credit 1 Fall/Winter/Spring

Registration Requirement: BA131 or BT210ZEA, Excel - Level I; or instructor consent. Flash/jump drive is required on the first day of class. Every attempt will be made to accommodate all students wanting to add BT210 classes. All sections with the same meeting time share seats and will not close until all similarly scheduled courses reach a total maximum enrollment. BT210 classes can be added during the current term by bringing an ADD slip to one of the required orientations during Week 1 (for section 60) and/or during Week 6 (for section 70).

Learn intermediate features and functions of Excel. Flash/jump drive is required on the first day of class. Every attempt will be made to accommodate all students wanting to add BT210 classes. All sections with the same meeting time share seats and will not close until all similarly scheduled courses reach a total maximum enrollment. BT210 classes can be added during the current term by bringing an ADD slip to one of the required orientations during Week 1 (for section 60) and/or during Week 6 (for section 70).

Additional Course Fee: \$25.00

BT210ZEC Excel - Level III

Credit 1

Fall/Winter/Spring

Registration Requirement: BT210ZEB or instructor consent.

A hands-on course which expands on the intermediate excel spreadsheet knowledge. Emphasis will be on spreadsheet advanced functions such as database-like activities of sort and query; macros, recorded and written; and creating specialized menus. Flash/jump drive is required on the first day of class. Every attempt will be made to accommodate all students wanting to add BT210 classes. All sections with the same meeting time share seats and will not close until all similarly scheduled courses reach a total maximum enrollment. BT210 classes can be added during the current term by bringing an ADD slip to one of the required orientations during Week 1 (for section 60) and/or during Week 6 (for section 70).

Additional Course Fee: \$25.00**BT210ZPA PowerPoint - Level I**

Credit 1

Fall/Winter/Spring

Registration Requirement: RD090 or IECC201R with a grade of "C" or better, or placement above stated course level; and a previous computer course and familiarity with Windows environment.

Learn basic operations and create presentations using PowerPoint. Flash/jump drive is required on the first day of class. Every attempt will be made to accommodate all students wanting to add BT210 classes. All sections with the same meeting time share seats and will not close until all similarly scheduled courses reach a total maximum enrollment.

Additional Course Fee: \$25.00**BT210ZPB PowerPoint - Level II**

Credit 1

Fall/Winter/Spring

Registration Requirement: BA131 or BT210ZPA; or instructor consent.

Intermediate operations of presentation software using PowerPoint. Flash/jump drive is required on the first day of class. Every attempt will be made to accommodate all students wanting to add BT210 classes. All sections with the same meeting time share seats and will not close until all similarly scheduled courses reach a total maximum enrollment. BT210 classes can be added during the current term by bringing an ADD slip to one of the required orientations during Week 1 (for section 60) and/or during Week 6 (for section 70).

Additional Course Fee: \$25.00**BT210ZWA Word - Level I**

Credit 1

Fall/Winter/Spring

Registration Requirement: RD090 or IECC201R with a grade of "C" or better, or placement above stated course level; and keyboarding speed of 20 wpm; and a beginning Windows course; or equivalent experience. Create, edit and format documents using Microsoft Word. Flash/jump drive is required on the first day of class. Every attempt will be made to accommodate all students wanting to add BT210 classes. All sections with the same meeting time share seats and will not close until all similarly scheduled courses reach a total maximum enrollment.**Additional Course Fee:** \$25.00**BT210ZWB Word - Level II**

Credit 1

Fall/Winter/Spring

Registration Requirement: BA131 or BT210ZWA; or instructor consent.

Learn intermediate features and functions of Microsoft Word. Keyboarding skills are recommended. Flash/jump drive is required on the first day of class. Every attempt will be made to accommodate all students wanting to add BT210 classes. All sections with the same meeting time share seats and will not close until all similarly scheduled courses reach a total maximum enrollment. BT210 classes can be added during the current term by bringing an ADD slip to one of the required orientations during Week 1 (for section 60) and/or during Week 6 (for section 70).

Additional Course Fee: \$25.00**BT271 Advanced Business Projects**

Credits 3

Spring

Students will use the processes, techniques, and tools needed by a project manager in an office setting to complete projects alone and as part of a team. Students will practice using oral and written communications, analyzing information, problem solving, decision making, prioritizing, and using time management skills in this capstone course that combines knowledge and skills acquired in foundation courses, such as word processing, document formatting, proofreading, and editing.

Course fees are subject to change. Additional section fees (web, hybrid, etc.) may apply.

★ Course offered online

🌐 Cultural Literacy course