

Business Technology: Certificate of Achievement

Description

The BTEC Certificate of Achievement builds on skills learned in the CO-BTEC and prepares students for jobs in administrative support positions in office settings in both private and public businesses and related industries. In order to obtain a Business Technology certificate or degree, students must pass all Business Technology (BUSN) courses with a grade of C or better.

Program Learning Outcomes

Upon completion of the program, students will be able to do the following:

- Demonstrate behaviors associated with a responsible member of a team to meet an organization's objectives.
- Demonstrate professionalism in work quality, appearance, attitude, and workplace behavior as required in a diverse business environment.
- Use current and emerging technologies effectively to create and manage documents and handle multiple priorities.
- Communicate clearly and effectively through oral and written interactions, complying with standard office etiquette.
- Apply appropriate strategies to secure employment, retain a job, and advance in a career.

Program: [Business Technology](#)

Type: Certificate of Achievement (CA)

Semester 1

Item #	Title	Credits
BUSN 123	Word Processing for Business	3
BUSN 164	Career Success	3
BUSN 170	Records and Information Management	3
BUS 101	Business Information Systems	3
MGT 121	Service Excellence	3
	Sub-Total Credits	15

Semester 2

Item #	Title	Credits
BUSN 166	Professional Employment Preparation	1
	BUS 250 or BUSN 188 or MATH 103 or MATH 115 or higher	3
BUSN 232	Microsoft Excel for Business	3
ENG 100	Composition I	3
	SP 151, SP 251 (Options)	3
	Business Technology Approved Electives	3
	Sub-Total Credits	16

Total credits:

31