

Business Technology (BUSN)

BUSN 121: Introduction to Word Processing

The course covers the use of word processing software to create letters, memos, and reports. It emphasizes speed and accuracy.

BUSN 123: Word Processing for Business

Covered topics include: Uses advanced word processing features such as proofreading, spell checking, and editing business documents.

BUSN 158: Social Media and Collaboration Tools for Business

Provides an overview of social media and collaboration tools. Introduces students to the use of these tools to create, maintain, and manage internal/external communication.

BUSN 159: Creating and Managing the Virtual Office

Introduces students to the use of virtual office software applications to create, manage, and maintain a virtual office environment.

BUSN 164: Career Success

This course will cover the use of software applications to create, manage, and maintain a virtual office environment. This course will cover the use of software applications to create, manage, and maintain a virtual office environment.

BUSN 166: Professional Employment Preparation

Provides an overview of professional employment preparation. Presents concepts and techniques for effective job searching and interview preparation.

Facilitates employment preparation by providing students with the skills and knowledge needed to create resumes, cover letters, and job applications.

BUSN 170: Records and Information Management

Studies principles and practices of records management. Topics include: Selection of records; record retention; records management systems. Managers and students to assess the impact of records management on information systems.

BUSN 188: Business Calculations

Course covers the following: C
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Introduces various mathematical concepts, pay calculations, and calculating with interest. Topics include:
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BUSN 193V: Cooperative Education

Cooperative Education Program at universities to provide students with work experience. The program is utilized during the semester. The program is a part of the curriculum.

BUSN 232: Microsoft Excel for Business

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Attend Cooperative Education Program during the semester. Hours be completed in the program.

BUSN 242: Business Presentations

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Covers business presentation skills for applying business concepts. Topics include: Graphs, multi-media presentations, decision-making, and problem-solving.

BUSN 269: Supervision

Provides skills for supervising employees. Topics include: Word and Power Point presentations, information, and communication.

Develops effective communication and administrative skills. Topics include: Supervision, communication, and administrative procedures.

BUSN 277: International Business Protocol

Presents inter-
national differences in

BUSN 279: International Business Analysis

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Analyzes inter-
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