



Business Technology

Associate in Applied Arts and Sciences (AAAS) or
Certificate of Proficiency (CP)
Planning Guide 2012–2013

Revised: 5/11/12

Program Information

Length of Program: 47-90 Credits

Completion Award: A.A.A.S. Degree or
Certificate of Proficiency

Enrollment: Every Quarter

Approximate Quarterly Costs: \$25-\$85
(in addition to tuition, books and parking)

Website: www.shoreline.edu/genbustech01.aspx

Program Advisors:

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Program Description

The Associate in Applied Arts and Sciences degree is designed to provide students with the knowledge and skills in specific career fields to enter the workforce directly upon completion of the 90 credit degree. Shoreline Community College works closely with local advisory committees comprised of industry professionals to ensure students receive the knowledge and skills currently in demand by employers in the field. Students interested in pursuing a four-year baccalaureate degree in Business should follow the Business AA-DTA degree planning guide.

EPC 518 & 5183

Business Technology—What is it?

The Business Technology program helps prepare individuals for jobs in today's computerized business environments. Students complete hands-on computer training in current word processing, spreadsheet, database and presentation software to develop skills essential in an office environment. In addition, students study human relations, mathematics and communications—all essential for success in the workplace.

Program Outcomes:

Students who successfully complete this program should have:

1. Knowledge of current business practice and office technologies.
2. An ability to prioritize, organize and plan office work.
3. An ability to use current computer software packages proficiently.
4. The communication and interpersonal skills necessary to work effectively with others.
5. An ability to manage information effectively.

Career Opportunities—What can I do with a Degree or Certificate in Business Technology?

Graduates of Business Technology find employment in a variety of office and administrative support positions to include: Office Assistants, Office Clerks, Receptionists, Information Clerks, Administrative Secretaries, Administrative Assistants and Office Administrators. Entry-level annual salaries typically range from \$23,000 to \$29,000.

Potential employers include: Health Care Industry, Law Firms, Accounting Firms, Insurance Agencies, Small Businesses, Corporations, Education and Government Agencies. For more, please visit career information and resources at www.shoreline.edu/acc/CareerCounseling.aspx

PROGRAM PREREQUISITES: BUSTC 101 Beginning Keyboarding or equivalent.

A.A.A.S. DEGREE—90 Credits

GENERAL EDUCATION CORE REQUIREMENTS 15-20 Cr.			
Course	QTR	GR	CR
BUSTC 215 Professional Communications			5
Multicultural Understanding ¹			3-5
Quantitative/Symbolic Reasoning : BUSTC 150 Excel 2010			5
BUS 104 Human Relations or Bus 105 Essentials of Human Relations			2-5

BUSINESS TECH CORE REQUIREMENTS 53-56 Credits			
	QTR	GR	CR
ACCT 101 Practical Accounting I			5
BUS 102 Business Math			5
BUSTC 102 Speed Keyboarding 1			5
BUSTC 103 Speed Keyboarding 2 OR 50 wpm verified rate			3
BUSTC 112 Filing			2
BUSTC 115 Business Communications			5
BUSTC 128 Word 2010, Level 1			5
BUSTC 129 Word 2010, Level 2			5
BUSTC 135 Applied Word Processing			4
BUSTC 160 PowerPoint 2010			4
BUSTC 170 Access 2010			5
BUSTC 270 Office Procedures	Spr		5
BUSTC 299 Individual Project—work experience			3

ELECTIVES 14-22 Credits			
<i>Select elective credits from the following courses:</i>			
ACCT 102 Practical Accounting II			5
ACCT 104 Payroll Accounting			5
ACCT 206 Computer Accounting			5
BUSTC 101 Beginning Keyboarding			5
BUSTC 107 Electric Ten Key Calculator			2
BUSTC 185 Publisher 2010			4
BUSTC 105 Computer Applications			5
BUS 180 Project Management			5
VCT 124 Basic Macintosh Systems			2
VCT 125 Intro Image Construction, Editing and Output			3

CERTIFICATE OF PROFICIENCY—47-50 Credits

GENERAL EDUCATION CORE REQUIREMENTS 12-15 Cr.			
Course	QTR	GR	CR
BUSTC 115 Business Communications			5
Quantitative/Symbolic Reasoning : BUSTC 150 Excel 2010			5
BUS 104 Human Relations or BUS 105 Essentials of Human Relations			2-5
BUSINESS TECH CORE REQUIREMENTS 35 Credits			
BUS 102 Business Math			5
BUSTC 102 Speed Keyboarding 1			5
BUSTC 112 Filing			2
BUSTC 128 Word 2010, Level 1			5
BUSTC 129 Word 2010, Level 2			5
BUSTC 135 Applied Word Processing			4
BUSTC 160 PowerPoint 2010			4
BUSTC 270 Office Procedures	Spr		5

RECOMMENDATIONS:

<u>APPROVAL TO GRADUATE</u>	
<i>Faculty Advisor</i>	<i>Date</i>
_____	_____
<i>Division Dean</i>	<i>Date</i>
_____	_____
<i>Credentials Approval</i>	<i>Date</i>
_____	_____
<i>6/14/11</i>	

Note: Every effort has been made to ensure the accuracy of the information in this publication. However, the information is subject to change without notice and final career decisions are the responsibility of the student.

¹ Multicultural Understanding Courses: BUS 103, CMST 203, GWS 284, HIST 245, MGS 105

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Sample Schedule for A.A.A.S. Degree

1 st Year	2 nd Year
Fall Quarter	Fall Quarter
BUSTC 115 Business Communication 5	BUS 102 Business Math 5
BUS 102 Business Math 5	BUSTC 135 Applied Word Processing 5
BUSTC 102 Speed Keyboarding 1 5	Business Technology Electives 5
Winter Quarter	Winter Quarter
BUSTC 103 Speed Keyboarding 2 5	Business Technology Electives 5
BUS 104 Human Relations OR 5/2	BUSTC 170 Access 2010 5
BUS 105 Essentials of Human Relations	Multicultural Understanding 3-5
BUS 128 Word 2010, Level 1 5	
Spring Quarter	Spring Quarter
BUSTC 112 Filing 2	BUSTC 270 Office Procedures * 5
BUSTC 129 Word 2010, Level 2 5	BUSTC 299 Individual Project 3
BUSTC 150 Excel 2010 5	BUSTC 215 Prof Communications 5
* Only offered once per year, during the quarter listed.	

ADDITIONAL INFORMATION

Professional Organizations

Association of Executive and Administrative Professionals - AEAP

<http://theaeap.com>

Job Search Information

<http://www.workforceexplorer.com/>