



# Business Technology

Associate in Applied Arts and Sciences (AAAS) or  
Certificate of Proficiency (CP)  
Planning Guide 2017-2018

EPC 551 & 5513

## Program Information:

**Length of Program:** 58-90 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/busad/genbustech01.aspx](http://www.shoreline.edu/busad/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.

## 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, and e-mail/calendar software to develop skills essential in an office environment. In addition, students study human relations, mathematics, and communications—all essential for success in the office workplace.

## Program Outcomes:

Students who successfully complete this program—**by achieving a 2.0 or better for each BUSTC course completed and an overall GPA of 2.0 for the program**—should be able to:

1. Apply business office administrative skills within a variety of workplace environments using critical thinking, ethical decision-making, leadership and teamwork skills, prioritization of tasks, and professionalism.
2. Demonstrate effective verbal and written communication and emotional intelligence (EQ) with customers and coworkers in a professional business environment.
3. Compose business documents in the correct design formats including emails, memos, letters, meeting notes, policies and procedures, and reports—with minimal grammatical/usage errors.
4. Critically apply the use of appropriate and current software skills, (including word processing, spreadsheets, databases, presentations, email, and other correspondence), to achieve business goals.
5. Organize business records by using the appropriate filing procedures to store and retrieve records manually and electronically.
6. Demonstrate the ability to perform basic payroll functions and prepare monthly, quarterly, and yearly tax forms using standardized accounting principles.
7. Identify, evaluate, and use evidence to solve problems in businesses or organizations.

## 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 which include: Office Assistants, Office Clerks, Receptionists, Information Clerks, Administrative Secretaries, Administrative Assistants, and Office Administrators. Entry-level annual salaries typically range from \$24,000 to \$36,000, and lead to higher level jobs with salaries upward of \$45,000 - \$60,000.

**Potential employers include:** Health care industry, law firms, accounting firms, insurance agencies, small business, non-profits, corporations, education, and government agencies. For more, please visit career information and resources at <http://www.shoreline.edu/counseling-center/career-counseling.aspx>.

**A.A.A.S. DEGREE – 90 Credits**

<b>GENERAL EDUCATION CORE REQUIREMENTS   18 Credits</b>			
Course	QTR	GR	CR
BTWRT 215 Business Communications *			5
BUS 102 Business Math			5
BUS 103 Multiculturalism in the Workplace			3
BUS 104 Human Relations in Business			5

\*Take after BTWRT 115. Meets ENGL& 101 requirement

<b>BUSINESS TECHNOLOGY CORE REQUIREMENTS   66 Credits</b>			
Course	QTR	GR	CR
ACCT 104 Payroll Accounting <sup>o</sup>	FALL		5
BTWRT 115 Business English			5
BUSTC 101 Beginning Keyboarding *			5
BUSTC 102 Speed Keyboarding			5
BUSTC 105 Computer Applications			5
BUSTC 112 Filing			2
BUSTC 128 Word 2016, Level 1			5
BUSTC 129 Word 2016, Level 2			5
BUSTC 135 Applied Word Processing †			4
BUSTC 150 Excel 2016 ‡			5
BUSTC 160 PowerPoint 2016			4
BUSTC 170 Access 2016			5
BUSTC 180 Outlook 2016			3
BUSTC 270 Office Procedures §		SPR	5
BUSTC 299 Individual Project-work exp.§			3

<sup>o</sup> Prerequisite for ACCT 104 waived for BUSTC students

\* Students can test out if at 40 NWPM—Contact Instructor; substitute 5 credits of electives.

† Take after BUSTC 129

‡ Quantitative/Symbolic Reasoning

§ Capstone Course; to be taken in final quarter w/work exp., BUSTC 299

<b>ELECTIVES   6-7 Credits</b>			
<b>Elective credits from the following courses:</b>			
Course	QTR	GR	CR
ACCT& 201 Principles of Accounting			5
ACCT 206 Computer Accounting	SUM		5
BUS 180 Project Management			5
BUSTC 107 Computer 10-Key			2
BUSTC 185 Publisher 2016			4
VCT 124 Basic Macintosh Systems			2
VCT 125 Intro Image Construction, Editing and Output			3
Other courses as approved by advisor			

**CERTIFICATE OF PROFICIENCY – 58 Credits**

<b>GENERAL EDUCATION CORE REQUIREMENTS   15 Credits</b>			
Course	QTR	GR	CR
BTWRT 115 Business English			5
BUS 102 Business Math			5
BUS 104 Human Relations in Business			5

<b>BUSINESS TECHNOLOGY CORE REQUIREMENTS   43 Credits</b>			
Course	QTR	GR	CR
BUSTC 102 Speed Keyboarding			5
BUSTC 112 Filing			2
BUSTC 128 Word 2016, Level 1			5
BUSTC 129 Word 2016, Level 2			5
BUSTC 135 Applied Word Processing *			4
BUSTC 150 Excel 2016 †			5
BUSTC 160 PowerPoint 2016			4
BUSTC 170 Access 2016			5
BUSTC 180 Outlook 2016			3
BUSTC 270 Office Procedures ‡		SPR	5

\* Take after BUSTC 129

† Quantitative/Symbolic Reasoning

‡ Capstone Course; to be taken in final quarter

**RECOMMENDATIONS:**

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<b><u>APPROVAL TO GRADUATE</u></b>	
_____ Student Name & SID	_____ Date
_____ Faculty Advisory	_____ Date
_____ Division Dean	_____ Date
_____ Credential Approval	_____ Date

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.