

## BUSINESS TECHNOLOGY (BT)

### About the program

Programs in this field provide general and specific educational opportunities for students seeking careers in a broad variety of business settings related to management, operations, and technical support.

### Degrees/Certificates within this Program:

- Associate of Science Degree, Business Information Worker

### Similar Degrees/Certificates offered at CR:

- Associate of Science Degree, Business, General
- Certificate of Achievement, Small Business Management
- Certificate of Recognition, Bookkeeping
- Certificate of Recognition, Management and Supervision
- Certificate of Recognition, Payroll Clerk

### Career Opportunities

*Employment opportunities in this field include:*

- Administrative Assistant
- Office Clerk
- Receptionist
- Secretary
- Help Desk Support Technician
- Office Technology Support

### For more information

- Barbara Jaffari, Professor, Business Technology/CIS  
707-476-4328, barbara-jaffari@redwoods.edu  
www.redwoods.edu/BusinessTech/
- Career & Technical Division, 707-476-4341
- Counseling & Advising, 707-476-4150

Associate of Science Degree, Business Information Worker	
	Units
<b>General Education Requirements</b>	<b>18.0</b>
<b>Program Requirements</b>	
<b>Core Courses</b>	<b>24.0</b>
BT 111 Keyboarding I	3.0
BT 16 Word Processing I	4.0
BT 53A Beginning Technical and Professional Office Procedures	3.0
BT 53B Advanced Technical and Professional Office Procedure	3.0
BT 112 Keyboard Skill Development	1.0
BUS 10* Introduction to Business	3.0
BUS 52 Business Communications	3.0
CIS 1* Computer Information Systems	4.0
<b>Specialization Track</b>	<b>14.0 - 16.0</b>
<b>Choose One Specialization Track ►</b>	
<b>Unrestricted Electives</b> - as needed to complete 60 units total	
<b>Total Units</b>	<b>60.0</b>
<i>*Course may be double counted toward General Education.</i>	

### Suggested Program Sequence

For information about the program length and suggested sequence of courses for this degree, please see an Academic Advisor.

### Program Learning Outcomes

- Use database, word processing and spreadsheet applications to create and edit business documents.
- Support basic office hardware and software needs.
- Identify and implement communication, customer service and organization skills.
- Describe and implement a variety of office support tasks.
- Keyboard at a proficient level.

Office Applications Specialization	
	Units
BT 17 Word Processing II	4.0
BT 50 Database Applications	4.0
BT 51 Spreadsheet Applications	4.0
DM 10 Digital Storytelling	4.0
<b>Total Specialization Track units</b>	<b>16.0</b>

### Suggested Program Sequence Fall Start

Semester 1 BT 111, BT 16, BT 53A

Semester 2 BUS 10, BUS 52, CIS 1

Semester 3 BT 51, BT 112, DM 10

Semester 4 BT 17, BT 50, BT 53B

Computer Support Specialization	
	Units
BT 50 Database Applications	4.0
CIS 30 Networking Essentials	4.0
CIS 31 Network operating Systems	4.0
CIS 98 PC Computer Repair and Maintenance	4.0
<b>Total Specialization Track units</b>	<b>16.0</b>

### Suggested Program Sequence Fall Start

Semester 1 BT 111, BT 16, BT 53A

Semester 2 BUS 10, BUS 52, CIS 1

Semester 3 BT 112, CIS 30, CIS 31

Semester 4 BT 50, BT 53B, CIS 98

Digital Media Specialization	
	Units
BT 17 Word Processing II	4.0
DM 10 Digital Storytelling	4.0
DM 11 Digital Media Design	4.0
DM 63 Desktop Publishing Applications	4.0
<b>Total Specialization Track units</b>	<b>16.0</b>

### Suggested Program Sequence Fall Start

Semester 1 BT 111, BT 16, BT 53A

Semester 2 BUS 10, BUS 52, CIS 1

Semester 3 BT 112, DM 10, DM 11

Semester 4 BT 17, BT 53B, DM 63

Accounting Specialization	
	Units
BT 51 Spreadsheet Applications	4.0
BUS 1A Principles of Accounting	4.0
BUS 4 Advanced Computerized Bookkeeping	3.0
BUS 180 Introduction to Bookkeeping	3.0
<b>Total Specialization Track units</b>	<b>14.0</b>

### Suggested Program Sequence Fall Start

Semester 1 BT 111, BT 16, BT 53A

Semester 2 BUS 10, BUS 52, CIS 1

Semester 3 BT 51, BUS 1A, BUS 180

Semester 4 BT 53B, BT 112, BUS 4