

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

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www.redwoods.edu/BusinessTech/
- Career & Technical Division, 707-476-4341
- Counseling & Advising, 707-476-4150

Associate of Science Degree, Business Information Worker

	Units
General Education Requirements	18.0
Program Requirements	
Core Courses	24.0
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
Specialization Track	14.0 - 16.0
Choose One Specialization Track ►	
Unrestricted Electives - as needed to complete 60 units total	
Total Units	60.0
<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
Total Specialization Track units	16.0

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

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
Total Specialization Track units	16.0

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

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
Total Specialization Track units	16.0

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

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
Total Specialization Track units	14.0

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