**HAWAI‘I COMMUNITY COLLEGE, 2020-2021**  
**Business Technology (BTEC)**

**Program Requirements**  
(AAS Overall [61-63 credits, cumulative GPA 2.0 required from all courses])  
(CA Overall [30 credits, cumulative GPA 2.0 required from all courses])  
(CO Overall [15 credits, cumulative GPA 2.0 required from all courses])

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Name</th>
<th>Semester, Year &amp; Grade</th>
<th>CO</th>
<th>CA</th>
<th>AAS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
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<tr>
<td>* BUSN 121</td>
<td>Introduction to Word Processing</td>
<td>3</td>
<td>3</td>
<td>3</td>
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<tr>
<td>* BUSN 164</td>
<td>Career Success</td>
<td>3</td>
<td>3</td>
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<tr>
<td>* BUSN 182</td>
<td>Machine Transcription</td>
<td>3</td>
<td>3</td>
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<tr>
<td>** BUSN 188*</td>
<td>Business Calculations</td>
<td>3</td>
<td>3</td>
<td>3</td>
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<tr>
<td>* BUSN 150</td>
<td>Introduction to Business Computing</td>
<td>---</td>
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<tr>
<td>** ENG 22 or (ESL 22G &amp; ESL 22W) or higher**</td>
<td>Introduction to Expository Writing</td>
<td>---</td>
<td>3</td>
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**Semester Total**

<table>
<thead>
<tr>
<th>Semester</th>
<th>CO</th>
<th>CA</th>
<th>AAS</th>
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<tbody>
<tr>
<td>12</td>
<td>18</td>
<td>15</td>
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</table>

| **Second Semester** |                                           |                        |    |    |     |
| * BUSN 123  | Word Processing for Business               | 3                      | 3  | 3  |     |
| BUSN 193V  | Cooperative Vocational Education           | ---                    | 3  | 3  |     |
| ** SP 130 OR SP 151** | Business and Organization Communication | ---                    | 3  | 3  |     |
| ACC 120 (or ACC 124, 201) | College Accounting I | ---                    | ---| 3  |     |
| ** ENG 100** | Composition I                             | ---                    | ---| 3  |     |

**Semester Total**

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<th>AAS</th>
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<tbody>
<tr>
<td>3</td>
<td>9</td>
<td>15</td>
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</table>

| **Third Semester** |                                           |                        |    |    |     |
| * BUSN 170  | Records and Information Management         | ---                    | 3  | 3  |     |
| BUS 120    | Principles of Business                     | ---                    | ---| 3  |     |
| ACC 155    | Spreadsheets in Accounting                  | ---                    | ---| 3  |     |

**Cultural Environment Elective**  
[1 COURSE REQUIRED – 3 cr.]

| ART 101, 105B, 105C, 107D, 108, 111, 112, 113, 114, 115, 120, 123, 125, 126, 159, 202, 209, 211, 212, 214, 217, 219, 223, 225, 227, 230, 243, 244, 246, 248, 249, 257, 269C, 294, 295, 296, **ASAN** 120, 121, 122, **DNCE** 153, 185, 190V, 256† (see ECED 256), 285, 290V, **ECED** 256† (see DNCE 256), **ENG** 103, 105, 204, 205† (see JOUR 205), 215, 255, 256, 257A, 257E, **HAW** 101, 102, 201, 202, **HIST** 120, 151, 152, 153, 154, 241, 242, 274, 284, 288, **HUM** 100, 160† (see **SSCI** 160), 275† (see PSY 275), **HWST** 100, 101, 102, 103, 105, 106, 107, 130, 131, 140, 141, 150, 151, 160, 161, 201, 204, 206, 219, 230, 231, 240, 241, 250, 251, 260, 261, 270, **JOUR** 205† (see **ENG** 205), **JPNS** 101, 102, 121, 122, **LING** 102, 121† (see **ANTH** 121), 235† (see **ANTH** 235), **MUS** 102, **PHIL** 100, 101, 102, 120, 211, 213, 255, **REL** 150, 151, 152, 153, **SP** 231, 233, 251 | --- | --- | 3  |
Natural Environment Elective [1 COURSE REQUIRED – 3 cr.]

Semester Total --- 3 15

Fourth Semester
* BUSN 158 Social Media & Cloud Collaboration --- --- 3
* BUSN 178 Business Communications --- --- 3
* BUSN 292 Integrated Office Procedures --- --- 3

Business Electives [3 COURSES REQUIRED, 7-9 cr. total]

Semester Total --- --- 7-9

Total Credits: 15 30 61-63

Courses completed that do not apply to major

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem., Yr. &amp; Grade</th>
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</table>

Special Instructions
** Meets the competency requirement in mathematics or communications
† Cross-listed courses only count once for graduation.
(++) Required for Virtual Office Assistant Certificate of Competence

* In order to obtain a Business Technology certificate or degree, students must pass all required Business Technology (BUSN) courses with a grade of “C” or better. These courses are indicated with an asterisk * High school articulated courses (credit only), BUSN 193V (credit only), BUSN 189, and all elective courses are exceptions.

Big Island high school students may be eligible to receive free credit by articulation if they have taken the associated course(s) in high school. Please check with your high school teacher or counselor or Hawai‘i CC counselor or Business Technology advisor.