HAWAI'I COMMUNITY COLLEGE, 2019-2020
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])

Course	Course Name	Semester, Year & Grade	CO	CA	AAS
First Semester					
* BUSN 121	Introduction to Word Processing		3	3	3
* BUSN 164	Career Success		3	3	3
* BUSN 182	Machine Transcription		3	3	3
** BUSN 188*	Business Calculations		3	3	3
* BUSN 150	Introduction to Business Computing		---	3	3
** ENG 22 or (ESL 22G & ESL 22W) or higher	Introduction to Expository Writing		---	3	---
Semester Total			**12**	**18**	**15**
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 Introduction to Speech and Communication		--- ---	3 (3)	3 (3)
ACC 120 (or ACC 124, 201)	College Accounting I		---	---	3
** ENG 100	Composition I		---	---	3
Semester Total			**3**	**9**	**15**
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.] **AG** 122, 141, 175, 175L, 200, 250, 260, **ASTR** 110, 281, **BIOC** 141, **BIOL** 100, 100L, 101, 101L, 124, 124L, 156, 156L, 171, 171L, 172, 172L, **BOT** 101, 101L, 105, 105L, 130, 130L, **CHEM** 100, 100L, 151, 151L, 161, 161L, 162, 162L, **GEOG** 101, 101L, 170, 170L, 180, 180L, **GG** 101, 101L, **MICR** 130, 140L,**OCN** 201, 205, **PHRM** 203, **PHYL** 141, 141L, 142, 142L, **PHYS** 100, 100L, 105, **ZOOL** 101, 101L		---	---	3
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] **ACC** 124, 125, 126, 130, 132, 134, 201, 202, 252, **BUSN** 159 (++), **CENT** 140, 240B, 240C, 241, **ECON** 120, 130, 131, **ENT** 125, **ETRO** 140, 240B, 240C, 241, **HLTH** 125, **HOST** 101, 150, 152, 260, **ICS** 281, 282, **ITS** 103, 104, 108, 118, 121, 124, 129, 215, 221, **MGT** 124, **MKT** 120, 121, 130, 151, 157, 185		---	---	7-9
Semester Total		**---**	**---**	**16-18**
Total Credits:		*15*	*30*	*61-63*

Courses completed that do not apply to major

Course	Sem., Yr. & Grade	Course	Sem., Yr. & Grade

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 Hawaiʻi CC counselor or Business Technology advisor.

For more information on Gainful Employment on all of our programs, please go to the following link:
http://www.hawaii.hawaii.edu/gainful-employment/