

# HAWAI‘I COMMUNITY COLLEGE, 2022-2023

## Business Technology (BTEC)

**Program Requirements** (AAS Overall [60 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])

## CREDITS

Course	Course Name	Semester, Year & Grade	CO	CA	AAS
<b>First Semester</b>					
* BUSN 123	Word Processing for Business (+)		3	3	3
* BUSN 150	Introduction to Business Computing (+) (x)		3	3	3
* BUSN 158	Social Media & Cloud Collaboration (+) (x)		3	3	3
* BUSN 164	Career Success (+) (x)		3	3	3
* ENT 125	Starting a Business (x)		3	3	3
<b>Semester Total</b>			<b>15</b>	<b>15</b>	<b>15</b>
<b>Second Semester</b>					
* BUSN 170	Records and Information Management		---	3	3
* BUSN 178	Business Communications		---	3	3
** BUSN 188*	Business Calculations		---	3	3
BUSN 193V	Cooperative Education (+)		---	3	---
ACC 124 <b>OR</b> ACC 201	Principles of Accounting I (+) (x)  Introduction to Financial Accounting (+)		---	---	3  (3)
** ENG 100	Composition I		---	3	3
<b>Semester Total</b>			<b>0</b>	<b>15</b>	<b>15</b>
<b>Third Semester</b>					
BUS 120	Principles of Business		---	---	3
ACC 155	Spreadsheets in Accounting (+)		---	---	3
** SP 130 <b>OR</b> SP 151 <b>OR</b> SP 251	Business and Organization Communication  Personal and Public Speech  Principles of Effective Public Speaking		---	---	3  (3)  (3)
MGT 124	Human Resource Management		---	---	3
Business	Electives (see next page)		---	---	3
<b>Semester Total</b>			<b>0</b>	<b>0</b>	<b>15</b>

<b>Fourth Semester</b>					
* BUSN 292	Integrated Office Procedures		---	---	3
BUSN 193V	Cooperative Education		---	---	3
Business	Electives (see below)		---	---	3
Elective	Cultural Environment (see below)		---	---	3
Elective	Natural Environment (see below)		---	---	3
<b>Semester Total</b>			<b>0</b>	<b>0</b>	<b>15</b>
<b>Business Electives [6 credits total]</b>					
ACC 125, 126, 130, 132, 134, 201, 202, 252, <b>BLAW</b> 200, <b>BUSN</b> 159 (+), <b>CENT</b> 140, 240B, 240C, 241, <b>ECON</b> 120, 130, 131, <b>ETRO</b> 140, 240B, 240C, 241, <b>HLTH</b> 125, <b>HOST</b> 101, 150, 152, 260, <b>ICS</b> 111, 141, 200, 211, 281, 282, <b>ITS</b> 104, 118, 121, 124, 129, 144, 221, <b>MGT</b> 234, <b>MKT</b> 120, 121, 130, 151, 157, 185, 233			---	---	---
<b>Cultural Environment Elective [1 COURSE REQUIRED – 3 cr.]</b>					
ART 101, 105B, 105C, 107D, 108, 111, 112, 113, 114, 115, 120, 123, 125, 126, 159, 202, 209, 211, 212, 214, 217, 223, 225, 227, 230, 243, 244, 246, 248, 249, 257, 269C, 294, 295, 296, <b>ASAN</b> 120†, 121†, 122†, <b>DNCE</b> 153, 185, 190V, 256† (see ECED 256), 285, 290V, <b>ECED</b> 256† (see DNCE 256), <b>ENG</b> 103, 105, 204, 205† (see JOUR 205), 215, 255, 256, 257A, 257E, <b>HAW</b> 101, 102, 201, 202, <b>HIST</b> 120, 151, 152, 153, 154, 241, 242, 274, 284, 288, <b>HUM</b> 100, 160† (see SSCI 160), 275† (see PSY 275), <b>HWST</b> 100, 101, 102, 103, 105, 106, 107, 130, 131, 140, 141, 150, 151, 160, 161, 201†, 206, 219, 230, 231, 260, 270, 272, <b>JOUR</b> 205† (see ENG 205), <b>JPNS</b> 101, 102, 121, 122, <b>LING</b> 102, 121† (see ANTH 121), 235† (see ANTH 235), <b>MUS</b> 102, <b>PHIL</b> 100, 101, 102, 120, 211, 213, 255, <b>PSY</b> 275, <b>REL</b> 150, 151, 152, 153, <b>SP</b> 231, 233, 251			---	---	---
<b>Natural Environment Elective [1 COURSE REQUIRED – 3 cr.]</b>					
AG 122, 141, 175, 175L, 200, 250, 260, <b>ASTR</b> 110, 281, <b>BIOC</b> 141, <b>BIOL</b> 100, 100L, 101, 101L, 124, 124L, 156, 156L, 171, 171L, 172, 172L, <b>BOT</b> 101, 101L, 105, 105L, 130, 130L, <b>CHEM</b> 100, 100L, 151, 151L, 161, 161L, 162, 162L, <b>ERTH</b> 101, 101L, <b>GEO</b> 101, 101L, 170, 170L, 270, 270L, <b>MICR</b> 130, 140L, <b>OCN</b> 201, 205, <b>PHRM</b> 203, <b>PHYL</b> 141, 141L, 142, 142L, <b>PHYS</b> 100, 100L, 105, <b>ZOOL</b> 101, 101L			---	---	---
<b>Total Credits:</b>			<b>15</b>	<b>30</b>	<b>60</b>

### 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.

(x) **Required** for Entrepreneurship Certificate of Competence

(+) **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.**