

NAME _____

SEMESTER/YEAR BEGAN BTEC _____

HAWAII COMMUNITY COLLEGE, 2005-2006 Business Technology (formerly OAT)

(Revised 1-3-06)

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])
(CC Overall [15 credits, cumulative GPA 2.0 required from all courses])

Course	Course Name	Semester, Year & Grade	CC	CA	AAS
*BUS 55B	Numeric Keypad (1 cr.)		X	X	X
*BUS 55C	Business Math Concepts (1 cr.)		X	X	X
*BUS 55D	Business Mathematics of Accounting (1 cr.)		X	X	X
*BUS 55E	Business Mathematics of Merchandising (1 cr.)		X	X	X
*OAT 23	Document Formatting (3 cr.)		X	X	X
*OAT 43B	Telephone Techniques and Communications (1 cr.)		X	X	X
*OAT 43E	Pre-employment Preparation (1 cr.)		X	X	X
*BUS 71	Human Relations in Organizations (3 cr.) (satisfies Social Environment Elective)		X	X	X
*OAT 80	Machine Transcription I (3 cr.)		X	X	X
*BUS 104	Business Computer Systems (or ICS 101)			X	X
**ENG 22/ESL 15	Introduction to Expository Writing (3 cr.)			X	
**ENG 100	Expository Writing (3 cr.)				X
**SPCO 51, 130, or SPCO 151	Oral Communication Techniques (3 cr.)			X	X
OAT 93V	Cooperative Vocational Education (3 cr.)			X	X
*BUS 140	Records and Information Management (3 cr.)			X	X
*BUS 201	Computer Applications—Advanced (3 cr.)				X
*ACC 20, 124, or 201	Fundamentals of Accounting (3 cr.)				X
*BUS 120	Principles of Business (3 cr.)				X
*ENG 55	Business Communications (3 cr.)				X
*BUS 202	Computer Applications—Expert (3 cr.)				X

(over)

1. Cultural Environment Elective [1 COURSE REQUIRED – 3 cr.] ART 101, 105B, 105C, 107, 108, 111, 113, 114, 115, 123, 207, 211, 217, 223, 227, 230, 238, 239, 243, 244, ASAN 120, 121, 122, DNCE 153, 185, 256, 285, ED 256, ENG 103, 204, 255, 256, 257A, 257E, HAW 101, 102, 103, 201, 202, HWST 123, 124, 125, 126, 128, 129, 130, 131, 160, 161, 205, 221, 224, 231, 232, 235, 241, 242, 250, 251, 260, 261, HIST 123, 151, 152, 241, 242, 281, 282, 284, 288, HUM 100, 275, IS 55, JPNS 101, 102, 121, 122, LING 102, 121, PHIL 100, 101, 102, 120, PSY 275, REL 150, 151, 152, 153, SPCO 231, 251				X
2. Natural Environment Elective [1 COURSE REQUIRED – 3 cr.] AG 175-175L, ASTR 110, BIOC 241, BIOL 100-100L, 101-101L, 141-141L, 142-142L, 156-156L, BOT 101-101L, 130-130L, CHEM 100-100L, 151-151L, FSHN 185, GEOG 101-101L, 122, 170, 170L, 180, 180L, GG 101-101L, ICS 100, MICR 130-130L, OCN 201, 205, PHRM 203, PHYS 25, 50, 55, 56, 100-100L, SCI 20, 51, 124-124L, 222, ZOOL 101-101L				X
3. Business Elective [6 CREDITS REQUIRED] ACC 124, 125, 126, 132, 150, 155, 201, 202, BUS 25, 35, 36, 55F-G, 100, 101, 102, 103, 245, 246, 247, 248, ECON 20, 50, 120, 130, 131, HOPE 20, 25, 42, 45, 47, 260 ITS 103, 104, 108, 118, 121, 140, 151, 193, 215, 221, 284, LAW 30 MGT 20, 22, 24 MKT 20, 30, 50, 60, 65, 85, NURS 110, OAT 82, 83				X
4. General Elective – For students who completed ENG 100 without having to complete ENG 22 [1 COURSE REQUIRED – 3 cr.] Any course will be accepted in this area.				X

Total Credits: 15 30 60

Courses completed that do not apply to major

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

Special Instructions

- *No grade below “C” will be counted toward graduation (“D” is a passing grade for all other courses)
- **Meets the competency requirement in mathematics (BUS 55C,D,E together meets math skills requirements) or communications