

NAME _____

SEMESTER/YEAR BEGAN BTEC _____

HAWAI'I COMMUNITY COLLEGE, 2008-2009

Business Technology (BTEC, formerly OAT)

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])

CREDITS

Course	Course Name	Semester, Year & Grade	CC	CA	AAS
BUS 71	Human Relations in Organizations		3	3	3
* BUSN 89	Electronic Calculating		1	1	1
* BUSN 123	Word Processing for Business		3	3	3
* BUSN 160	Telephone Techniques & Communication		1	1	1
* BUSN 166	Professional Employment Preparation		1	1	1
* BUSN 182	Machine Transcription		3	3	3
** BUSN 189	Business Mathematics		3	3	3
* BUSN 150	Introduction to Business Computing		---	3	3
* BUSN 170	Records and Information Management		---	3	3
BUSN 193V	Cooperative Education		---	3	3
** SPCO 51 OR SPCO 130 OR SPCO 151	Oral Communication Techniques Business and Organization Communication Introduction to Speech and Communication		---	3	3
** ENG 22 or ESL 15 or higher	Introduction to Expository Writing		---	3	---
** ENG 100	Expository Writing		---	---	3
ACC 20 OR ACC 124 OR ACC 201	Fundamentals of Accounting I Principles of Accounting I Elementary Accounting I		---	---	3
BUS 120	Principles of Business		---	---	3
* BUSN 151	Intermediate Business Computing		---	---	3
* BUSN 292	Integrated Office Procedures		---	---	3
* ENG 55	Business Communications		---	---	3
Business Electives [2 COURSES REQUIRED, 6 cr. total]					
ACC 124, 125, 126, 130, 132, 134, 150, 155, 201, 202, BUS 25, 35, 36, 55F, 55G, 100, 101, 102, 103, 157, BUSN 84, 86, ECON 20, 50, 120, 130, 131, ENT 120, HOPE 20, 25, 42, 45, 47, 260, IS 55, 155+, 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, 121, 150, NURS 110			---	---	6

Cultural Environment Elective [1 COURSE REQUIRED – 3 cr.] ART 101, 105B, 105C, 107, 107D, 108, 111, 112, 113, 114, 115, 123, 125, 126, 202, 207, 211, 212, 214, 217, 223, 225, 227, 230, 239, 243, 244, 248, 269C, 294, ASAN 120†, 121†, 122†, DNCE 153, 185, 190V, 256†, 285, 290V, ED 256† (see DNCE 256), ENG 103, 204, 205† (see JOUR 205), 215, 255, 256, 257A, 257E, HAW 101, 102, 103, 201, 202, HIST 123, 151, 152, 153, 154, 241, 242, 274, 281, 282, 284, 288, HUM 100, 160† (see SSCI 160), 275, HWST 107, 123, 124, 125, 126, 128, 129, 130, 131, 160, 161, 170A, 170B, 141† (see HSER/SUBS 141), 205, 221†, 224, 231, 232, 235, 236, 237, 241, 242, 250, 251, 260, 261, 268, 269, 270, IS 55, JOUR 205† (see ENG 205), JPNS 101, 102, 121, 122, LING 102, 121†, 235† (see ANTH 235), PHIL 100, 101, 102, 120, 211, 213, 255, PSY 275, REL 150, 151, 152, 153, SPCO 231, 251		---	---	3
Natural Environment Elective [1 COURSE REQUIRED – 3 cr.] AG 54B, 122, 141, 175-175L, 200, 250, 260, ASTR 110, 281, BIOC 241, BIOL 100-100L, 101-101L, 141-141L, 142-142L, 156-156L, 171-171L, 172-172L, BOT 101-101L, 105, 130-130L, CHEM 100-100L, 151-151L, FSHN 185, GEOG 101-101L, 122, 170-170L, 180-180L, GG 101-101L, MICR 130-130L, OCN 201, 205, PHRM 203, PHYS 25, 50, 55, 56, 100-100L, SCI 20, 51, 124-124L, ZOOL 101-101L		---	---	3
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.		---	---	3
Total Credits:		15	30	60

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.

* 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 * (ENG 55 also requires a “C”).

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 HawCC counselor or Business Technology advisor.