

NAME _____

SEMESTER/YEAR BEGAN BTEC _____

HAWAI'I COMMUNITY COLLEGE, 2025-2026

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
First Semester					
* BUSN 123	Word Processing for Business (+)		3	3	3
* BUSN 150	Introduction to Business Computing (+) (x)		3	3	3
OR					
* ICS 101	Digital Tools for the Information World (+) (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
Semester Total			15	15	15
Second Semester					
* BUSN 170	Records and Information Management		---	3	3
* BUSN 178	Business Communications		---	3	3
** BUSN 188*	Business Calculations		---	3	3
OR					
MATH 115*	Statistics		---	(3)	(3)
BUSN 193V	Cooperative Education (+)		---	3	---
ACC 124*	Principles of Accounting I (+) (x)		---	---	3
OR					
ACC 201*	Introduction to Financial Accounting (+)		---	---	(3)
** ENG 100	Composition I		---	3	3
OR					
ENG 100E	Composition I (ESL)		---	(3)	(3)
Semester Total			0	15	15
Third Semester					
BUS 120	Principles of Business		---	---	3
ACC 155	Spreadsheets in Accounting (+)		---	---	3
MGT 124	Human Resource Management		---	---	3
** SP 130	Business and Organization Communication		---	---	3
OR					
SP 151	Personal and Public Speech		---	---	(3)
OR					
SP 251 †	Principles of Effective Public Speaking		---	---	(3)
Business	Electives (see next page)		---	---	3
Semester Total			0	0	15

Fourth Semester					
* 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
Semester Total			0	0	15
Business Electives [6 credits total]					
ACC 125, 130, 132, 134, 201, 202, 252, BLAW 200, BUSN 159 (+), CENT 140, 240B, 240C, 241, ECON 120, 130, 131, ETRO 140, 240B, 240C, 241, HLTH 125, HOST 101, 150, 152, 260, ICS 111, 141, 200, 211, 281, 282, ITS 104, 124, 129, 144, 221, MGT 234, MKT 120, 233			---	---	---
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, 212, 214, 217, 225, 227, 230, 243, 244, 246, 248, 249, 257, 269C, 294, 295, ASAN 120†, 121†, 122†, DNCE 153, 185, 190V, 285, 290V, 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), HWST 100, 101, 102, 103, 105, 106, 107, 130, 131, 140, 141, 150, 151, 160, 161, 201†, 206, 219, 230, 231, 260, 270, 272, JOUR 205† (see ENG 205), JPN 101, 102, 121, 122, LING 102, 121† (see ANTH 121), 235† (see ANTH 235), MUS 102, PHIL 100, 101, 102, 120, 211, 213, 255, PSY 275, REL 150, 152, SP 231, 233, 251 †			---	---	---
Natural Environment Elective [1 COURSE REQUIRED – 3 cr.] AG 122, 141, 164, 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, ERTH 101, 101L, GEO 101, 101L, 170, 170L, 270, MICR 130, 140L, OCN 201, 205, PHRM 203, PHYL 141, 141L, 142, 142L, PHYS 100, 100L, 105, ZOOL 101, 101L, 200, 200L			---	---	---
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.

(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.