

# Business Technology

## Associate of Applied Science Degree

### 2009-10 Academic Year

Major Code: 520101C

### About the Program

The Business Technology degree program offers an opportunity for students to learn about the business enterprises in society as well as prepare for careers as administrative support staff. Sound business principles and appropriate methods to solve business problems will be studied. To meet the needs of an increasingly technical society, studies involving computer and software use are included. Entry-level professional skills will assist students to locate employment in business, industry, or government.

### Entry Requirements

Students are required to take the college placement test to determine skill level and readiness in math, reading, and writing. As part of their training program, students must begin with the courses within their skill levels as determined by placement test scores. Students entering the program must successfully complete any prerequisites listed. In addition, students may also be required to enroll in classes that would increase their employability and success.

### Advanced Standing

Coursework from accredited colleges and universities will be accepted in accordance with college policies and the Business Technology Department head's approval. In order to ensure that coursework is current, program courses over 10 years old must be reviewed and approved by the appropriate department head before being accepted toward core requirements. Each "2+2" Early College Credit student must meet with the Business Technology Department head to determine placement.

### Graduation Requirements

To graduate, students must complete all courses in this program with a grade of "C" or better. Certain prerequisite courses are graded on a pass/no pass basis only. A grade of "P" for these courses indicates a student earned a "C" or better grade. Note: Effective summer term 2009, many general education courses went from three to four credits. The three-credit version of any art, writing, speech, humanities, or social science course will meet the same degree requirements as the new four-credit version. Students must still complete all required courses in this degree and at least 90 applicable credits to receive an associate degree.

### Prerequisites

Course No.	Course Title	Credit
BT90	Computer Essentials for Business (or documented proficiency or departmental approval)	0-2
BT100	10-key Skill Building	1
BT120	Computer Typing (or demonstrated skill at 25 wpm)	0-2
MTH20	Pre-algebra (or designated placement test score as shown on current indicator chart)	4
RD30	College Reading II (or designated placement test score as shown on current indicator chart)	4
WR30	Fundamentals of Composition II (or designated placement test score as shown on current indicator chart)	4

### Required Courses

Course No.	Course Title	Credit
BA101	Introduction to Business	3
BA109	Ready, Set, Work: Techniques for Landing a Job	2
BA131	Introduction to Business Computing	4
BA214	Business Communications	4
BA218	Personal Finance	3
BA223	Principles of Marketing	3
BA226	Business Law	4
BA228	Computer Accounting Applications	2
BA240	Filing and Records Management	3
BA280	Cooperative Work Experience/Business	3
BT101	Human Relations in Organizations	3

Course No.	Course Title	Credit
BT102	Introduction to Supervision	3
BT105	Business Ethics	3
BT113	Business English I	3
BT114	Business English II	3
BT115	Editing and Proofreading	3
BT151	Practical Accounting I	4
BT160	Business Math	4
CS125ss	Spreadsheet Applications	3
CS125ww	Word Processing Applications (Word)	3
ECON115	Introduction to Economics	3
LIB127	Introduction to Library Research Methods	1
—	Approved humanities elective (see RCC catalog for list of electives) or	
SOC204	Introduction to Sociology or	
PSY201	General Psychology I	3-4
SP111	Fundamentals of Public Speaking or	
SP100	Basic Communication or	
SP218	Interpersonal Communication	3-4
WR227	Technical Writing or	
BT204	Project Management	4
9.167	Emergency First Aid	1
—	Approved program electives	15

**TOTAL PROGRAM CREDITS 93-95**

### Approved Program Electives (15 credits required)

Course No.	Course Title	Credit
BA177	Payroll and Tax Procedures	3
BA199	Special Studies in Business	variable
BA206	Management Fundamentals	3
BA211	Financial Accounting	4
BA213	Managerial Accounting	4
BA224	Human Resource Management	3
BA233	Internet Marketing	3
BA249	Retailing	3
BA280	Cooperative Work Experience/Business	variable
BA282	Applied Business Statistics	4
BT106	Advertising	3
BT121	Introduction to e-commerce	3
BT161	Practical Accounting II	4
BT165	Writing a Business Plan	2
BT171	Practical Accounting III	4
BT178	Customer Service	3
BT250	Entrepreneurship	3
—	Any CS125 applications course (except those taken to fulfill core requirements)	1-9
ECON201	Introduction to Microeconomics	4
ECON202	Introduction to Macroeconomics	4
ED120	Leadership I <sup>1</sup>	1
ED121	Leadership II <sup>1</sup>	1
ED122	Leadership III <sup>1</sup>	1
MO100	Medical Terminology: Introduction	3
PS226	Neighborhood Leadership Academy	3
—	Any foreign language	4-12

<sup>1</sup> Limited to Associated Student Government members.

For more information contact the Business Technology Department:

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Toll free in Oregon ..... (800) 411-6508, Ext. 7066 or Ext. 7527  
Web address ..... [www.roguecc.edu](http://www.roguecc.edu)  
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This advising guide is for advising purposes only. Please see current college catalog for additional information on specific college policies and graduation requirements.

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