

Business Technology Management (BTM) Certificate & Degree

BTM AAS Degree: Once prerequisites have been met, students will complete the Required Core and choose (2) of the (7) tracks listed, along with electives and an internship to complete the degree.

BTM Certificate: Once prerequisites have been met, students will complete the Required Core and an internship. Please contact the department for more information about certificate and degree options.

BTM		
Prefix	Course	Credits
BTM 108	Applied Business Math I	3
BTM 109	Business Communications I	5
BTM 098	Computing Essentials	3
*MATH 081 eligible, ENGL 096 eligible. Higher assessment may substitute. Students who enroll in all 11 credits, will be advised to take a specific HDC course to support learning.		
Total		11

BTM		
Prefix	Course	Credits
BTM 100	Orientation & Career Exploration	2
BTM 118	Applied Business Math II*	5
BTM 119	Business Communications II**	5
BTM 120	Customer Relations Management	5
BTM 122	Professional Development	5
BTM 111	Business Applications I	5
BTM 112	Business Applications II	5
BTM 113	Business Applications III	5
	Internship (optional)	3-5
* MATH 087 eligible or higher assessment ** ENGL 101 eligible or higher assessment All courses require BTM 098 or test out		
Total		37-40

Business Process Management Track		
Prefix	Course	Credits
BTM 260	Project Management	5
BTM 265	Operations Management	5
BTM 268	Content Management-SharePoint	5
Total		15
Business Analysis Management Track		
BTM 240	Applied Database Design	5
BTM 245	Business Analysis Planning	5
BTM 248	Data Analysis - Adv Excel	5
Total		15
Applied Accounting Track		
BTM 231	Applied Accounting I	5
BTM 232	Applied Accounting II	5

BTM 233	Applied Accounting III	5
BTM 234	Bookkeeping Test Prep*	1
*Students may choose to enroll in a test prep course and/or take the certification exam		
Total		15-16
User Support Track		
NET 120	Network Essentials	5
ITC 134	Computer OS	5
ITC 140	Computer Hardware	5
BTM 240	Applied Database Design*	5
BTM 275	Computer Support	5
*BTM 240 is required for this pathway.		
Total		25
Office Management Track		
BTM 236	Supervision & Leadership	5
BTM 237	HR Management	5
BTM 250	RIM Management	5
BTM 278	Organizational Behavior	5
Total		20
Entrepreneurship Track*		
BTM 225	Marketing Fundamentals	5
BTM 226	Small Business Startup	3
BTM 227	Entrepreneurship Toolkit	3
BTM 228	Small Business Management	5
BTM 231	Applied Accounting I*	5
*BTM 231 is required for this pathway		
Total		21
Accounting Assistant Track		
ACCT& 202	Principles of Accounting II	5
ACCT& 203	Principles of Accounting III	5
BUS 210	Business Statistics	5
BUS& 201	Business Law	5
BTM 231	Applied Accounting I	5
*BTM 231 is required for this pathway. Students are strongly encouraged to take BTM 232 and BTM 233 as elective courses.		
Total		25
BTM 197	Internship	3-5
**Does not include Prerequisite courses.		

Elective		
*Based on chosen track, students will either take an additional (15-20) credits of electives within the BTM Program or take (10-15) credits within the BTM Program and (5) unrestricted elective credits. Total Credits must equal 90 or more to earn the AAS degree		15-20
Total		15-20

BTM AAS Degree	
Prefix Course	Credits
Required Core	37
Tracks (Choose 2 that range from 15-25 cr. each)	30-50
Electives	15-20
Internship	3-5
Total	90-107

Business Technology Management (BTM) Support Courses

The BTM Program offers a variety of support courses to assist students in attaining their degree or certificate

BTM Support Courses		
Prefix	Course	Credits
BTM 106	Keyboarding I - Keyboarding	3
BTM 107	Keyboarding II - Speed Building	3
BTM 101	MS Word I	2
BTM 102	MS Excel I	2
BTM 103	MS PowerPoint I	2
BTM 104	Adobe Photoshop	2
BTM 105	Adobe InDesign	2
BTM 114	MOS Test Prep Word	2
BTM 115	MOS Test Prep Excel	2
BTM 116	MOS Test Prep PowerPoint	2
BTM 217	Web Development	5
BTM 218	Web Design w Dreamweaver	3