The overall objective of the Business Technology Program is to prepare students (and to upgrade/retrain business professionals) for employment in administrative support positions in office settings in both private and public business and related industries. The curriculum provides for career mobility. Articulation agreements have been established with both the University of Hawai‘i–West O‘ahu and Hawai‘i Pacific University. In order to obtain a Business Technology certificate or degree, students must pass all required business (BUS), business technology (BUSN), management (MGT), accounting (ACC), and law (BLAW) courses with a grade of C or better.

**IMPORTANT**

AA, AS, and AAS degrees and ASCs and CAs require a cumulative 2.0 GPR or better for all courses used to meet the degree or certificate requirements. Transfer coursework is not calculated into the GPR.

To graduate with a degree from a Leeward Community College, a student must have earned a minimum of 12 credits of program courses in the degree/major at Leeward.
BUSINESS TECHNOLOGY

Associate in Science Degree in Business Technology
60–61 Credits

First Semester Courses
Course Alpha Course Title Credits
BUSN 123 Word Processing for Business 3
BUSN 164 Career Success 3
BUSN 170 Records & Information Management 3
BUS 101 Business Information Systems 3
MGT 121 Customer Service 3
Elective from approved 100-level list 3
BUS 120 Principles of Business (3)
HIT 102 Introduction to Health Information Technology (3)
HOST 101 Introduction to Hospitality and Tourism (3)
ACC 124 Principles of Accounting I (3)
BUSN 158 Social Media & Collaboration Tools for Business (3)
Any Leeward CC Business Division course with the approval of the Business Technology Program Coordinator (3)

Credits 18

Second Semester Courses
Course Alpha Course Title Credits
BUSN 166 Professional Employment Preparation 1
BUSN 188 Business Calculations (3) or MATH 103 College Algebra (3) 3
BUSN 193V Cooperative Education 2
BUS 201 Advanced Business Information Systems 3
ENG 100 Composition I (or equivalent) 3
SP 151 or SP 251 Personal and Public Speech (3) Principles of Effective Public Speaking (3) 3

Credits 15

Third & Fourth Semester Courses
Course Alpha Course Title Credits
ACC 124 or Principles of Accounting I (3) 3
ACC 201 Intro to Financial Accounting I (3)
BUSN 269 Supervision 3
BTEC Specialization 9
Gen Ed Requirements 9-10
Business (200-level) Elective Any 200-level Business Elective (BUSN, BUS, ACC, MGT, MKT, BLAW, FIN)

Credits 27-28

General Education Requirements
Course Alpha Course Title Credits
Arts & Humanities Elective 3
HIST 151 World History to 1500 (3) or HIST 152 World History since 1500 (3)
See Arts & Humanities list on pages 30
Natural Sciences Elective 3-4
See Natural Sciences list on pages 30
Social Science — Economics 3

BTEC Specialization Select 9 credits from the following
Course Alpha Course Title (Credits)
BUSN 242 Business Presentations (3)
BUSN 250 Expert Business Computing (3)
BUSN 270 Advanced Records & Info Mgt (3)
BUSN 277 International Business Protocol (3)
BUSN 279 International Business Analysis (3)
BUSN 284 Medical Terminology & Procedures (3)
BUSN 286 Legal Terminology & Procedures (3)
BLAW 200 Legal Environment of Business (3)

Business Technology Program Outcomes:
Associate in Science and Certificate of Competence

Work as a responsible member of a team to meet an organization’s objectives.
Demonstrate professionalism in work quality, appearance, attitude, and workplace behavior as required in a diverse business environment.
Use current and emerging technologies effectively to create and manage documents and handle multiple priorities.
Communicate clearly and effectively through oral and written interactions, complying with standard office etiquette.
Use research and decision-making skills to make informed choices consistent with personal and organizational goals.
Apply appropriate strategies to secure employment, retain a job, and advance in a career.