

BUSINESS OFFICE TECHNOLOGY

PROGRAMS

- Associate in Science (A.S.)
- Certificates of Achievement



**HARTNELL
COLLEGE**

DESCRIPTION

The Business Office Technology programs promote the economic development of the community; provide for lifelong learning and academic excellence through course content, application, and technology; serve diverse populations; encourage positive work ethic; and meet workforce needs through skills development, training, and personal growth.

The Business Office Technology programs offer training in keyboarding, office software applications, filing and records management, accounting (Bookkeeping Certificate), customer service, and business English and math applications. Students are prepared for career opportunities in administrative support, bookkeeping and data entry, customer service and other entry-level office positions.

As a result of ongoing changes in technology, the need to expand competencies, and changing transfer requirements, certificate and degree requirements may also change. If you note changes in degrees or certificate requirements, or if courses are not offered in a particular semester, please consult with a counselor or faculty on how best to complete the program in which you are enrolled.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Account Clerk
- Administrative Support
- Bank Teller
- Billing Clerk
- Bookkeeping
- Customer Service
- Data Entry
- Executive Secretary/Assistant
- File and Records Clerk
- Information Clerk
- Office Manager
- Payroll Clerk
- Typist

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information -
<http://www2.calstate.edu>

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

<https://www.hartnell.edu/students/fa/net-price-calculator.html>

BUSINESS OFFICE TECHNOLOGY – INFORMATION PROCESSING (AS.BST)

ASSOCIATE OF SCIENCE

Program Outcomes: Upon successful completion of this program a student will be able to:

- demonstrate proficiency in selecting and using appropriate business software applications and tools.
- prepare and deliver business documents and presentations in appropriate form, format, and language.
- solve problems and make decisions collaboratively or independently.

Required Major Courses (36 units)

<input type="checkbox"/>	BUS-50 – Introduction to PC Applications	4.0
<input type="checkbox"/>	BUS-111 – Intermediate Office Skills	3.0
<input type="checkbox"/>	BUS-135 – Professionalism Office Skills	4.0
<input type="checkbox"/>	BUS-140A & B – Keyboarding Speed and Accuracy	1.0
<input type="checkbox"/>	BUS-150.15 – Word Processing	3.0
<input type="checkbox"/>	BUS-172- Machine Calculations and Records Management	1.0
<input type="checkbox"/>	BUS-173 – Filing Procedures and Records Management	3.0
<input type="checkbox"/>	BUS-175 – Business Communications	3.0
<input type="checkbox"/>	BUS-177 – Proofreading and Editing Skills	3.0
<input type="checkbox"/>	BUS-190 – Career Management	2.0
<input type="checkbox"/>	BUS-194 – Human Relations in Business	3.0
<input type="checkbox"/>	COM-1 – Introduction to Public Speaking	3.0
<input type="checkbox"/>	ENG-1A – College Composition and Reading	3.0
OR		
	ENG-1AX – Intensive College Composition and Reading	4.0

Recommended Major Electives (None Required)

<input type="checkbox"/>	BUS-32 – Introduction to Business	3.0
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SUBTOTAL: 36 UNITS

General Education –Required Courses

Students must complete one of the following General Education Plans:

HCCD GE (see page 68) MAT-126 or higher

- Natural Sciences Social & Behavioral Sciences Humanities
 Ethnic Groups in the US Language and Rationality

SUBTOTAL: 21 UNITS

Students can double-count required courses and courses for General Education

■ **Electives (Courses Numbered 1-199) required when degree units plus GE units total fewer than 60.**

TOTAL: 60 UNITS

BUSINESS OFFICE TECHNOLOGY – BOOKKEEPING (CT.BOTB)

CERTIFICATE OF ACHIEVEMENT

Program Outcomes: Upon successful completion of this program a student will be able to:

- demonstrate proficiency in selecting and using appropriate business software applications and tools.
- prepare and deliver business documents and presentations in appropriate form, format, and language.
- solve problems and make decisions collaboratively or independently.

Required Major Courses (30 units)

- BUS-50 – Introduction to PC Applications 4.0
- BUS-110 – Beginning Keyboarding & Document Formatting 2.0

OR

- BUS-110A – Beginning Keyboarding 1.0

AND

- BUS-110B – Beginning Formatting and Document Processing 1.0

- BUS-135 – Professionalism Office Skills 4.0
- BUS-150.25 – Electronic Spreadsheets 3.0
- BUS-152 – Introduction to Accounting 4.0
- BUS-154 – Computerized Accounting 3.0
- BUS-172 – Business Machine Calculations 1.0
- BUS-173 – Filing Procedures and Records Management 3.0
- BUS-190 – Career Management 2.0
- ENG-102 – Composition and Reading for CTE 3.0

Other Required Courses

- MAT-106** – Integrated Mathematics 3.0

TOTAL: 32 UNITS

*Eligibility for ENG-1A or ENG-1AX fulfills this requirement.

**Eligibility for MAT-123 or any higher level math class fulfills this requirement.

GAINFUL EMPLOYMENT INFORMATION:

See the certificate program cost and the employment outlook for graduates by clicking the link below:
<http://www.hartnell.edu/gainful-employment-certificate-programs-0>

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BUSINESS OFFICE TECHNOLOGY – INFORMATION PROCESSING (CT.BST)

CERTIFICATE OF ACHIEVEMENT

Program Outcomes: Upon successful completion of this program a student will be able to:

- demonstrate proficiency in selecting and using appropriate business software application and tools.
- prepare and deliver business documents and presentations in appropriate form, format, and language.
- solve problems and make decisions collaboratively or independently.

Required Major Courses (27 units)

<input type="checkbox"/> BUS-50 – Introduction to PC Applications	4.0
<input type="checkbox"/> BUS-111 – Intermediate Office Skills	3.0
<input type="checkbox"/> BUS-135 – Professionalism Office Skills	4.0
<input type="checkbox"/> BUS-140A & B – Keyboarding Speed and Accuracy	1.0
<input type="checkbox"/> BUS-150.15 – Word Processing	3.0
<input type="checkbox"/> BUS-172 – Business Machine Calculations	1.0
<input type="checkbox"/> BUS-173 – Filing Procedures and Records Management	3.0
<input type="checkbox"/> BUS-177 – Proofreading and Editing Skills	3.0
<input type="checkbox"/> BUS-190 – Career Management	2.0
<input type="checkbox"/> ENG-102 – Composition and Reading for CTE	3.0

Other Required Courses

<input type="checkbox"/> MAT-106** – Integrated Mathematics	3.0
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TOTAL: 30 UNITS

*Eligibility for ENG-1A or ENG-1AX fulfills this requirement.

**Eligibility for MAT-123 or any higher level math class fulfills this requirement.

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