

Business Technology (BTC) A.A.S.

Associate of Applied Science



The Business Technology (BTC) program at SCC addresses a business and technology skills. The BTC program provides training in all facets of Microsoft Office, desktop publishing, office operations and customer service. Students will also learn to apply skills in time management, personal organization, supervision and administration in the workplace.

Every industry needs professionals who are trained to use today's technology in an office environment. No matter where a student's interest lies, whether it's the medical, legal, music, publishing, agriculture, education or other fields, there is a need for people who are competent using office software, managing projects and dealing with customers, vendors and other employees.

Instructors are committed to assisting students by keeping all course content, equipment and teaching methods current. This ensures better applied learning so students are successful in Business Technology career fields and can be placed in high-paying positions. Courses are offered online, on campus and in a hybrid format.

BTC Careers

A broad range of careers are possible and include, but are not limited to: administrative assistant, assistant director, buyer, developmental coordinator, executive secretary, hotel clerk, human resources assistant, legal secretary, medical secretary, municipal clerk, office manager, program assistant, receptionist, secretary, customer service representative, front desk clerk, receptionist, telephone operator, warranty administrator, clerical assistant and desktop publisher.

Occupational Outlook

Because of the diverse careers in this field, the outlook is varied. For most jobs in an office setting, the outlook is for growth from years 2012 to 2021 is between 12 and 16 percent.

Nearly all students who were seeking employment in a related area found jobs within 180 days of graduation.

Salary Outlook

Salaries vary greatly in different occupations within this field. The median 2012 salaries were between \$27,000 and \$40,000 annually for those working in the field.

Sources: Occupational Outlook Handbook

For more information about the program, contact Nancy Graviett at 636-922-8390 or ngraviett@stchas.edu.

If the student wants to transfer courses to a four-year institution, then the Associate of Arts degree should be pursued. The student earning a certificate needs to be aware that the courses taken are specifically designed to help in obtaining employment, and are not designed for transfer to a four-year institution.

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Sample Schedule

FIRST SEMESTER

<input type="checkbox"/>	ENG 101	English Composition I	3
<input type="checkbox"/>	BTC/CPT 103	Microcomputer Applications	3
<input type="checkbox"/>	BTC 105	Proofreading and Editing Business Documents	3
<input type="checkbox"/>	BTC 145	Business Technology Tools	3
<input type="checkbox"/>	BTC 160	Word Processing - Word	2
<input type="checkbox"/>	BTC 165	PowerPoint Presentations	2
	TOTAL		16

THIRD SEMESTER

<input type="checkbox"/>	BTC 245	Administrative Procedures	3
<input type="checkbox"/>	BTC 190	Planning and Design Concepts (Publisher)	2
<input type="checkbox"/>	BTC 290	Publishing Projects (InDesign)	2
<input type="checkbox"/>	ACT 101	Applied Accounting	3
<input type="checkbox"/>	SPE 101	Oral Communication	3
<input type="checkbox"/>	CPT 105	Computer Ethics	3
	TOTAL		16

SECOND SEMESTER

<input type="checkbox"/>	Elective	ANT, ECO, GEO, HIS, PHE, PSY or SOC	3
<input type="checkbox"/>	MAT 105	Applied Math	3
<input type="checkbox"/>	ENG 102	English Composition II	3
<input type="checkbox"/>	BTC 170	Spreadsheet App - Excel	2
<input type="checkbox"/>	BTC 175	Database App - Access	2
<input type="checkbox"/>	HIS or POL	Social Science	3
	TOTAL		16

FOURTH SEMESTER

<input type="checkbox"/>	BTC 130	Customer Services	1
<input type="checkbox"/>	BTC 132	Time Management	1
<input type="checkbox"/>	BTC 247	Administrative Supervision	3
<input type="checkbox"/>	BTC 250	Business Simulations	3
<input type="checkbox"/>	BTC 131	Telephone Communication Skills	1
<input type="checkbox"/>	BTC 136	Electronic Communication with Stakeholders	3
<input type="checkbox"/>	BTC 150	Managing Information - Outlook	1
<input type="checkbox"/>	SCIENCE	Natural Science	3
	TOTAL		16

TOTAL PROGRAM HOURS 64

Credit by exam is available for some of the courses in the Business Technology program. Check with the Business Technology coordinator, Nancy Graviett (636-922-8390 or ngraviett@stchas.edu), for details.

Getting Started at SCC

Step 1: Apply for admission to SCC. For additional assistance, call 636-922-8226.

Step 2: Consider your options for financial assistance and scholarships. Apply early at fafsa.gov.

Step 3: Take the Academic Skills Assessment. Contact the Assessment Center with any questions ahead of time, but no appointment is necessary for the assessment. Following the assessment, complete the Smart Start orientation online at stchas.edu/smartstart.

Step 4: You're ready to register. To schedule your appointment with an academic advisor, call 636-922-8241. Before your meeting, view the catalog, credit course descriptions, credit class schedule, academic calendar and SCC's range of degrees and certificates offered.

Step 5: Pay your tuition and fees in full according to the current academic calendar to avoid being dropped from all of your courses.