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# COURSES

## BUSINESS TECHNOLOGY

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**BT212      Applied Office Procedures****3.0 UNITS**

You will develop the specialized skills and abilities needed to perform at both the operational and managerial levels in today's office. You will also gain knowledge regarding telephone dynamics, organizational structure, time management, meetings and travel arrangements, communication services, postal and private shipping services, records management, reference materials, supplies, human relations, and supervisory and administrative responsibilities utilizing current technologies.

**BT218      Advanced Word Processing****3.0 UNITS**

You will develop proficiency in Microsoft Word by building upon existing knowledge of Word to complete and solve business problems using complex Word techniques in merging, macros, graphics, and desktop publishing. Business-related projects utilizing critical thinking are included.