

SCHOOL OF BUSINESS

Business Technology AAS Degree (BA23)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates	Fall, Spring, Summer
Length of Program.....	5 Terms
Credit Hours Required for Graduation	64

Purpose: The Business Technology Associate of Applied Science degree program prepares students for employment in a variety of positions in today’s technology-driven workplaces. The program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of word processing, spreadsheet, presentation, and database applications software. Students are also introduced to accounting fundamentals, electronic communications, internet research, and electronic file management. The program includes instruction in effective communication skills and terminology that encompasses office management and executive assistant qualifications and technology innovations for the office. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of technology.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses

General Core Courses	Credits
	Total 15 credit hours
Area I Language Arts/Communication	3
ENGL 1101 Composition and Rhetoric (required)	
Area II Social/Behavioral Sciences	3
Area III Natural Sciences/Mathematics	3
<i>(One of the following required)</i>	
MATH 1101 Mathematical Modeling	
MATH 1103 Quantitative Skills and Reasoning	
MATH 1111 College Algebra	
MATH 1127 Introduction to Statistics	
Area IV Humanities/Fine Arts	3
General Education Elective from any area	3

Contact program advisor for program-specific courses and see General Education Requirements for Associate Degrees for course options.

Occupational Courses

Total 49 credit hours

BUSN 1190 Digital Technologies in Business	2
BUSN 1240 Office Procedures	3
BUSN 1400 Word Processing Applications	4
BUSN 1420 Database Applications	4
BUSN 1430 Desktop Publishing and Presentation Applications	4
BUSN 1440 Document Production	4
BUSN 2160 Electronic Mail Applications	2
BUSN 2190 Business Document Proofreading and Editing	3
BUSN 2210 Applied Office Procedures	3
COLL 1010 College and Career Success Skills	3
MGMT 1100 Principles of Management	3
<i>(Select one of the following)</i>	
BUSN 1410 Spreadsheet Concepts and Applications	4
OR	
ACCT 1120 Spreadsheet Applications	(4)
ACCT 1100 Financial Accounting I	4
Guided Elective 6	

Estimated cost of books and supplies for full program is approximately \$3,000.

SCHOOL OF BUSINESS

Business Technology Diploma (BA22)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates Fall, Spring, Summer
 Length of Program..... 4 Terms
 Credit Hours Required for Graduation 48

Purpose: The Business Technology diploma program prepares students for employment in a variety of positions in today’s technology-driven workplaces. The program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of word processing, spreadsheet, and presentation applications software. Students are also introduced to accounting fundamentals, electronic communications, internet research, and electronic file management. The program includes instruction in effective communication skills and technology that encompasses office management and executive assistant qualifications and technology innovations for the office. Also provided are opportunities to upgrade present knowledge and skills or to retrain in the area of business administrative technology. Graduates of the program receive a Business Technology diploma with a specialization in one of the following: Business Administrative Assistant or Medical Administrative Assistant.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses

Credits

Basic Skills Courses	Total 9 credit hours
COLL 1010 College and Career Success Skills	3
ENGL 1010 Fundamentals of English I	3
MATH 1012 Foundations of Mathematics	3
Occupational Courses	Total 15 credit hours
BUSN 1400 Word Processing Applications	4
BUSN 1440 Document Production	4
BUSN 2190 Business Document Proofreading and Editing	3
ACCT 1100 Financial Accounting I	4

Completion of one of the following specializations required:

Business Administrative Assistant (8BA2)	Total 24 credit hours
BUSN 1190 Digital Technologies in Business	2
BUSN 1240 Office Procedures	3
BUSN 1430 Desktop Publishing and Presentation Applications	4
BUSN 2160 Electronic Mail Applications	2
BUSN 2210 Applied Office Procedures	3
(Select one of the following)	
BUSN 1410 Spreadsheet Concepts and Applications	4
OR	
ACCT 1120 Spreadsheet Applications	(4)
AND	
Guided Electives	6
Medical Administrative Assistant (8M12)	Total 26 credit hours
BUSN 2340 Healthcare Administrative Procedures	4
BUSN 2370 Medical Office Billing/Coding/Insurance	3
MAST 1120 Human Diseases	3
ALHS 1090 Medical Terminology for Allied Health Sciences	2
ALHS 1011 Structure and Function of the Human Body	5
Guided Electives	9

Estimated cost of books and supplies for full program is approximately \$2,400.

SCHOOL OF BUSINESS

Administrative Support Assistant Certificate (AS21)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates Fall, Spring, Summer
 Length of Program..... 2 Terms
 Credit Hours Required for Graduation 20

Purpose: The Administrative Support Assistant certificate program prepares individuals to provide administrative support under the supervision of office managers, executive assistants, and other office personnel. Courses include: word processing, and office procedures. The course prepares students for the MOS: Microsoft Office Word certification testing.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

<u>Program Courses</u>	<u>Credits</u>
BUSN 1240 Office Procedures	3
BUSN 1400 Word Processing Applications	4
BUSN 1440 Document Production	4
COLL 1010 College and Career Success Skills	3
Electives	6

Estimated cost of books and supplies for full program is approximately \$600.

Medical Front Office Assistant Certificate (MF21)

Offered at Clarkesville Campus

Entrance Dates Fall, Spring, Summer
 Length of Program..... 2 Terms
 Credit Hours Required for Graduation 22

Purpose: The Medical Front Office Assistant certificate program provides the educational opportunities to individuals that will enable them to obtain the knowledge and skills necessary to secure an entry-level position as a receptionist in a physician’s office, hospital, clinic, or other related areas. Technical courses apply to the degree or diploma program in business technology.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

<u>Program Courses</u>	<u>Credits</u>
BUSN 1440 Document Production	4
ALHS 1090 Medical Terminology for Allied Health Sciences	2
BUSN 2340 Healthcare Administrative Procedures	4
COLL 1010 College and Career Success Skills	3
ENGL 1010 Fundamentals of English I	3
Specific Occupational-Guided Electives	6

Estimate cost of books and supplies for full program is approximately \$1,000

SCHOOL OF BUSINESS

Microsoft Office Applications Professional Certificate (MF41)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates Fall, Spring, Summer
 Length of Program..... 2 Terms
 Credit Hours Required for Graduation 22

Purpose: The Microsoft Office Applications Professional certificate program provides students with the knowledge and skills to perform word processing, spreadsheet, database, and presentation applications in an office environment. It is designed to provide hands-on instruction for developing foundation skills for office assistant careers as well as to prepare students for Microsoft Certified Application Specialist (MCAS) certification.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

<u>Program Courses</u>	<u>Credits</u>
BUSN 1400 Word Processing Applications	4
BUSN 1410 Spreadsheet Concepts and Applications	4
BUSN 1420 Database Applications	4
BUSN 1430 Desktop Publishing and Presentation Applications	4
COLL 1010 College and Career Success Skills	3
Specific Occupational Guided Electives	3

Estimate cost of books and supplies for full program is approximately \$500.

Microsoft Word Application Professional Certificate (MWA1)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates Fall, Spring, Summer
 Length of Program..... 2 Terms
 Credit Hours Required for Graduation 14

Purpose: The Microsoft Word Application Professional certificate program provides students with the knowledge and skills to perform word processing applications in an office environment. It is designed to provide hands-on instruction for developing foundation skills for office assistant careers.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

<u>Program Courses</u>	<u>Credits</u>
BUSN 1400 Word Processing Applications	4
BUSN 1440 Document Production	4
COLL 1010 College and Career Success Skills	3
Occupational Guided Elective	3

Estimate cost of books and supplies for full program is approximately \$400.