SCHOOL OF BUSINESS

Business Technology AAS Degree (BA 23)
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			Credits
General Core Courses			**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

(One of the following required)

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

(Select one of the following)

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 (BA 22)
Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ....Fall, Spring, Summer
Length of Program .... 4 Terms
Credit Hours Required for Graduation 48-50

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

Program Courses			**Credits**
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			

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

Program Courses			**Credits**
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

Program Courses			**Credits**
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

Program Courses			**Credits**
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.