

SCHOOL OF BUSINESS

Business Technology AAS Degree (BT23)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates Fall, Spring, Summer
 Length of Program 5 Terms
 Credit Hours Required for Graduation.....60-63

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. Graduates of the program receive a Business Technology Associate of Applied Science degree with a specialization in one of the following: Office Management, Human Resources, or Social Media, Project Management

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
- A grade of “C” or better must be achieved in all occupational courses

Program Courses

<u>Program Courses</u>	<u>Credits</u>
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 36 credit hours

ACCT 1100 Financial Accounting	4
BUSN 1240 Office Procedures	3
BUSN 1450 Computer Applications for Business Professional	4
BUSN 1460 Keyboarding and Document Formatting	4
BUSN 1470 Professional Communication Skills	3
BUSN 2150 Social Media and Electronic Communications	3
BUSN 2190 Document Proofreading and Editing	3

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COLL 1010	College and Career Success Skills	3
MGMT 1120	Introduction to Business	3
BUSN 1300	Introduction to Business	(3)
	Guided Electives	6

(Select one of the following Specializations)

Total 9-12 credit hours

Office Management

BUSN 2130	Expert Spreadsheet Analysis	3
BUSN 2140	Expert Word Processing	3
BUSN 2290	Applied Business Technology	3
MGMT 1100	Principles of Management	3

Human Resources

MKTG 1130	Business Regulations and Compliances	3
MGMT 2115	Human Resources	3
MGMT 2130	Employee Training and Development	3

Social Media

CIST 1510	Web Development	3
MKTG 1100	Principles of Marketing	3
MKTG 1190	Integrated Marketing	3
MKTG 2500	Exploring Social Media	3

Project Management

BUSN 2130	Expert Spreadsheet Analysis	3
MGMT 1105	Organizational Behavior	3
MGMT 2210	Project Management	3

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

SCHOOL OF BUSINESS
Business Technology Diploma (BT12)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates Fall, Spring, Summer
 Length of Program 3 Terms
 Credit Hours Required for Graduation..... 42

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.

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
- A grade of “C” or better must be achieved in all occupational courses

Program Courses

Credits

Basic Skills Courses

Total 9 credit hours

ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
PSYC	1010	Basic Psychology	3

Occupational Courses

Total 33 credit hours

ACCT	1100	Financial Accounting I	4
BUSN	1240	Office Procedures	3
BUSN	1450	Computer Applications for Business Professionals	4
BUSN	1460	Keyboarding and Documentation	4
BUSN	1470	Professional Communications Skills	3
BUSN	2150	Social Media and Electronic Communication	3
BUSN	2190	Business Document Proofreading and Editing	3
COLL	1010	College and Career Success Skills	3
MGMT	1100	Principles of Management	3
MGMT	1120	Introduction to Business	3
OR			
BUSN	1300	Introduction to Business	(3)

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

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Administrative Support Assistant Certificate (AS81)

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 Business Procedures, and Introduction to Office Suite software (including word processing, spreadsheet and database management).

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	1450	Computer Applications for the Business Professional	4
BUSN	1460	Keyboarding and Documentation Formatting	4
COLL	1010	College and Career Success Skills	3
		Guided Electives	6

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

Assistant Office Manager Certificate (AFM1)

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 Assistant Office Manager certificate prepares individuals to plan, direct, and coordinate activities that help an organization run efficiently. Graduates will also gain the knowledge and skills to perform word processing, spreadsheet, and database 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 Office (MOS) 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	1240	Office Procedures	3
BUSN	1450	Computer Applications for the Business Professional	4
BUSN	1470	Professional Communication Skills	3
BUSN	2130	Expert Spreadsheet Analysis	3
BUSN	2140	Expert Word Processing	3
COLL	1010	College and Career Success Skills	3
MGMT	1100	Principles of Management	3

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

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Executive Administrative Assistant Certificate (EAA1)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates Fall, Spring, Summer
 Length of Program 2 Terms
 Credit Hours Required for Graduation..... 21

Purpose: The Executive Administrative Assistant certificate program prepares individuals to provide high-level administrative support by conducting research, preparing statistical reports, and handling information requests, as well as performing routine administrative functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff.

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

ACCT	1100	Financial Accounting	4
BUSN	1240	Office Procedures	3
BUSN	1450	Computer Applications for the Business Professional	4
BUSN	1460	Keyboarding and Documentation Formatting	4
COLL	1010	College and Career Success Skills	3
MGMT	1100	Principles of Management	3

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

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Human Resources Administrative Assistant Certificate (HR11)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates Fall, Spring, Summer
 Length of Program 2 Terms
 Credit Hours Required for Graduation..... 19

Purpose: The Human Resources Administrative Assistant certificate program prepares individuals to support the planning, coordinating, and directing of the workforce functions of an organization. Key skills include communication skills – strong speaking, writing, and listening skills; Decision-making skills – the ability to balance the strengths and weaknesses of different options and decide the best course of action; Interpersonal skills – ability to develop working relationships with their colleagues; Leadership skills – ability to coordinate work activities and ensure the staff complete the duties and responsibilities of their department; and Organization skills – the ability to prioritize tasks and manage several projects at once.

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 1450	Computer Applications for the Business Professional	4
BUSN 1470	Professional Communications Skills	3
COLL 1010	College and Career Success Skills	3
MGMT 2115	Human Resource Management	3
MGMT 2130	Employee Training and Development	3

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

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Microsoft Office Applications Professional Certificate (MF81)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates Fall, Spring, Summer
 Length of Program..... 2 Terms
 Credit Hours Required for Graduation..... 16

Purpose: The Microsoft Office Applications Professional certificate program provides students with the knowledge and skills to perform word processing, spreadsheet, database 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 Office Specialist (MOS) 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 1450 Computer Applications for the Business Professional	4
BUSN 2130 Expert Spreadsheet Analysis	3
BUSN 2140 Expert Word Processing	3
COLL 1010 College and Career Success Skills	3
Guided Electives	3

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

Social Media Specialist Certificate (SMS1)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates Fall, Spring, Summer
 Length of Program..... 2 Terms
 Credit Hours Required for Graduation..... 18

Purpose: The Social Media Specialist certificate program prepares graduates to create and administer content on all social media platform to build an audience and ensure customer engagement. The specialist may also monitor site metrics, respond to reader comments, and oversee creative design.

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 1470 Professional Communication Skills	3
CIST 1510 Web Development	3
COLL 1010 College and Career Success Skills	3
MKTG 1100 Principles of Marketing	3
MKTG 2500 Exploring Social Media	3
Guided Electives	3

Estimated cost of books and supplies for full program is approximately \$350.