



Business Technology – Business Administrative Assistant Specialization DIPLOMA

MAJOR CODE: BA22 **REQUIRED CREDIT HOURS:** 52 **CIP Code:** 52.0401

Location(s): DeKalb/Newton/Online

Program Description: The Business Administrative Technology program is designed to prepare graduates for employment in a variety of positions in today’s technology-driven workplaces. The Business Administrative Technology 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 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 qualification and technology innovations for the office.

<u>Course Number</u>	<u>Course</u>	<u>Credit Hours</u>	<u>Pre/Co-Requisite(s)</u>
ACCT 1100	Financial Accounting I	4	Program Admission
BUSN 1190	Digital Technologies	3	BUSN 1440; ENGL 1010 or ENGL 1101
BUSN 1240	Office Procedures	3	COMP 1000
BUSN 1400	Word Processing Applications	4	COMP 1000
BUSN 1410	Spreadsheet Applications	4	COMP 1000
BUSN 1430	Desktop Publishing & Presentation Applications	4	COMP 1000
BUSN 1420	Database Applications (Required Elective)	4	COMP 1000
BUSN 1440	Document Production	4	BUSN 1100 or 25 wpm; COMP 1000
BUSN 2160	Electronic Mail Applications	2	COMP 1000
BUSN 2190	Business Document Proofreading and Editing	3	BUSN 1440; ENGL 1010 or ENGL 1101
BUSN 2210	Applied Office Procedures	3	Pre-req: BUSN 1240, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 1440 Co-req: BUSN 2190, BUSN 2200
BUSN XXXX	Occupational Specific Elective	3	
COMP 1000	Introduction to Computers	3	READ 0097 or equivalent test score
ENGL 1010	Fundamentals of English	3	ENGL 097; RDG 097; appropriate test scores
EMPL 1000	Interpersonal Relations & Professional Development OR	2	
PSYC 1010	Basic Psychology	(3)	ENGL 0097; RDG 0097; or appropriate test score
MATH 1011	Business Math OR	3	MATH 0097 or appropriate math test score
MATH 1012	Fundamentals of Math	(3)	MATH 0097 or appropriate math test score
	Total	51-52	

BUSN Electives: BUSN 1100, BUSN 1180, BUSN 1230, BUSN 1250, BUSN 1310, BUSN 1320, BUSN 1330, BUSN 1340, BUSN 2170, BUSN 2220, BUSN 2230, BUSN 2240, BUSN 2250

Notes

- Course descriptions, and required pre/co-requisites are available in the college catalog, which can be found online at <https://www.gptc.edu/current-students/course-catalog/>
- Changes to program requirements can be made and will be properly communicated to students.

Gainful Employment Information

- Gainful employment information for this program can be found at: <https://www.gptc.edu/Business%20Technology/BusinessTechGE.html>

Additional Information

- As set forth in its student catalog, Georgia Piedmont Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status(except in those special circumstances permitted or mandated by law). Contact Dr. Perrin Alford, the ADA Coordinator at 404-297-0522, ext. 1231, ADA504Coordinator@gptc.edu or at the main DeKalb campus, 495 N. Indian Creek Drive, Clarkston, GA 30021, Room A-217; or Lolita Morrison, the Title IX Coordinator, at 404-297-9522, ext. 1210, TitleIXCoordinator@gptc.edu or at the main DeKalb campus, 495 N. Indian Creek Drive, Clarkson, GA 30021 Room A-157 for assistance.
- For more information about our graduation rates and other important program information, please visit our website at: <http://www.gptc.edu/wp-content/uploads/2018/02/Placement-rate-by-program.pdf>
- Georgia Piedmont Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate of Applied Science degrees, diplomas and technical certificates of credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Georgia Piedmont Technical College. The Commission should be contacted only if there is evidence that appears to support Georgia Piedmont Technical College's significant non-compliance with Commission requirements or standards. Inquiries related to normal and ongoing College operations such as admission requirements, financial aid, programs, etc., should be addressed directly to Georgia Piedmont Technical College and not to the Commission on Colleges.