



**Business Technology**  
Associate of Applied Science Degree

**MAJOR CODE:** BA23    **REQUIRED CREDIT HOURS:** 64    **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, 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 qualification and technology innovations for the office. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of administrative technology. Graduates of the program receive a Business Administrative Technology, Associate of Applied Science degree.

Course Number	Course	Credit Hours	Pre/Co-Requisite(s)
ACCT 1100	Financial Accounting I	4	Pre-req: Program Admission or Advisor Approval
BUSN 1190	Digital Technologies in Business	2	Pre-req: COMP1000
BUSN 1240	Office Procedures	3	Pre-req: COMP1000
BUSN 1400	Word Processing Applications	4	Pre-req: COMP1000
BUSN 1410	Spreadsheet Concepts and Applications	4	Pre-req: COMP1000
BUSN 1420	Database Applications	4	Pre-req: COMP1000
BUSN 1430	Desktop Publication and Presentation	4	Pre-req: COMP1000
BUSN 1440	Document Production	4	Pre-req: BUSN1100, Keyboarding Exam-The ability to key 25 gross words a minute on 3-minute time writing with no more than 3 errors.
BUSN 2160	Electronic Mail Applications	2	Pre-req: COMP1000
BUSN 2190	Business Documents Proofreading and Editing	3	Pre-req: ENGL 1010 Co-req: BUSN 1440
BUSN 2210	Applied Office Procedures	3	Pre-req: BUSN1240, BUSN1400, BUSN1410, BUSN1420, BUSN1430, BUSN1440 Co-req: BUSN2190, BUSN2200
MGMT 1100	Principles of Management	3	Pre-req: Provisional Admission
BUSN XXXX	BUSN Elective	3	
COMP 1000	Introduction to Computer Literacy	3	Pre-req: READ0097 or equivalent test score
ENGL 1101	Composition and Rhetoric	3	Pre-req: Appropriate Degree Level Reading and Writing (English) placement test scores
MATH 11XX	College Level Math	3	Pre-req: See Catalog for Details
Area II	Social/Behavioral Sciences Elective	3	Pre-req: See Catalog for details
Area IV	Humanities/Fine Arts Elective	3	Pre-req: See Catalog for details
Area I, II, III, or IV	Elective	3	Pre-req: See Catalog for details
<b>Total</b>		<b>64</b>	

**Business Electives:** BUSN1100, BUSN1180, BUSN1230, BUSN1250, BUSN1310, BUSN1320, BUSN1330, BUSN1340, BUSN2170, BUSN2220, BUSN2230, BUSN2240, BUSN2250 or in consultation with your advisor.

**Notes**

- Course descriptions 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**

- No gainful employment information available for this program

**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, Clarkston, 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.