

Business Technology BA22

Type

Diploma

The Business Technology program is designed to prepare graduates 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 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. 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.

General Education Core

Item #	Title	Credits
ENGL 1010	Fundamentals of English I	3
	EMPL 1000, PSYC 1010, or PSYC 1101	2-3
	MATH 1011 or MATH 1012	3

Occupational Courses

Item #	Title	Credits
COMP 1000	Introduction to Computer Literacy	3
BUSN 1400	Word Processing Applications	4
BUSN 1440	Document Production	4
BUSN 2190	Business Document Proofreading & Editing	3

Financial Accounting

Choose one of the following courses:

Item #	Title	Credits
ACCT 1100	Financial Accounting I	4
BUSN 2200	Office Accounting	4

Business Administrative Assistant Specialization - 8BA2

Item #	Title	Credits
BUSN 1190	Digital Technologies in Business	2
BUSN 1240	Office Procedures	3
BUSN 1410	Spreadsheet Concepts & Applications	4
BUSN 1430	Desktop Publishing & Presentation Applications	4
BUSN 2160	Electronic Mail Applications	2
BUSN 2210	Applied Office Procedures	3
	Specific Occupational-Guided Electives (6 credits)	6

Medical Administrative Assistant Specialization - 8M12

Item #	Title	Credits
MAST 1120	Human Disease	3
BUSN 2340	Healthcare Administrative Procedures	4
	Select BUSN 2375 or BUSN 2370	3
	Select ALHS 1010, ALHS 1011, or BUSN 2310	3
	Select BUSN 2300 or ALHS 1090	2
	Electives (9 credits)	9
	Minimum Credit Hours for Graduation	50