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	**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 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
COLL 1010 College and Career Success Skills	3

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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

<u>Program Courses</u>	<u>Credits</u>
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.

SCHOOL OF BUSINESS
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.

SCHOOL OF BUSINESS
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.

SCHOOL OF BUSINESS
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.

SCHOOL OF BUSINESS
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

Program Courses			**Credits**
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

Program Courses			**Credits**
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.