



Business Technology Degree (BA23)- 64 Credit Hours

Program Description:

The Business Technology program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The Business Technology program provides learning opportunities that 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 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 in administrative technology. Graduates of the program receive a Business Technology, Associate of Applied Science degree.

Contact:

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Program Coordinator
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Website:

<https://sctech.smartcatalogiq.com/en/current/catalog/business-programs/ba23-business-technology-associate-of-applied-science-degree>

Pre-Degree Requirements					
Program Specific					
<ul style="list-style-type: none"> • Min GPA 2.0 • Courses with prerequisites require a grade of C or higher in the prerequisite 					
<i>S = Semester; CR = Credit Hours; FA = Fall; SP = Spring; SU = Summer</i>					
✓	Grade	Semester 1	S	CR	Notes & Milestones
		ENGL 1101 Composition and Rhetoric	ALL	3	Program Admission
		COMP 1000 Introduction to Computer Literacy	ALL	3	
		AREA II Choose One: ECON 1101 Principles of Economics PSYC 1101 Introductory to Psychology SOCI 1101 Introduction to Sociology POLS 1101 American Government HIST 2111 U.S. History	ALL ALL ALL ALL ALL	3 3 3 3 3	
		AREA III Choose ONE: MATH 1101 Mathematical Modeling -OR- MATH 1103 Quantitative Skills and Reasoning -OR- MATH 1111 College Algebra	ALL ALL ALL	3 3 3	Program Admission
				12	Program Semester Hours
✓	Grade	Semester 2	S	CR	Notes & Milestones
		BUSN 1440 Document Production	ALL	4	Click here to take the online typing test: https://www.sctech.edu/programs/busn-1440-typing-test/
		BUSN 2190 Business Document Proofreading and Editing	ALL	3	

		Area IV Choose ONE: HUMN 1101 Introduction to Humanities MUSC 1101 Music Appreciation ARTS 1101 Art Appreciation ENGL 2130 American Literature THEA 1101 Theater Appreciation	ALL ALL ALL ALL ALL	3 3 3 3 3	Prerequisite ENGL 1101 Prerequisite ENGL 1101 Prerequisite ENGL 1101 Prerequisite ENGL 1101 Prerequisite ENGL 1101
		Additional 3 hours from Area I, II, III or IV	ALL	3	List of Area I, II, III and IV courses
				13	Program Semester Hours
✓	Grade	Semester 3	S	CR	Notes & Milestones
		BUSN 1410 Spreadsheet Concepts and Applications	ALL	4	
		BUSN 1430 Desktop Publishing and Presentation Applications	ALL	4	
		BUSN 1400 Word Processing Application	ALL	4	
		BUSN 2160 Electronic Mail Applications	ALL	2	
				14	Program Semester Hours
✓	Grade	Semester 4	S	CR	Notes and Milestones
		BUSN 1420 Database Applications		4	
		BUSN 1190 Digital Technologies in Business	ALL	2	
		BUSN 1240 Office Procedures	ALL	3	
		MGMT 1100 Principles of Management	ALL	3	
				12	Program Semester Hours
✓	Grade	Semester 5	S	CR	Notes and Milestones
		ACCT 1100 Financial Accounting I	ALL	4	Prerequisite: MATH AND COMP 1000 - Introduction to Computer Literacy with a grade of "C" or better
		BUSN 2210 Applied Office Procedure	ALL	3	
		Guided Electives	ALL	3	Guided Electives (select 3 credits)
		Guided Electives	ALL	3	Guided Electives (select 3 credits)
				13	Program Semester Hours
Meet with your Academic Advisor to ensure you are viewing the latest and most accurate information					

Note: If a course is full or unavailable when you to attempt to register, please select an available course from any term listed, given you have satisfied the required pre-requisite.

Employment Opportunities: <https://www.sctech.edu/career-services/>

Articulation Agreements: <https://sctech.smartcatalogiq.com/current/catalog/articulation-agreements-between-southern-crescent-technical-college-and-other-colleges>

Financial Aid by Program: <https://www.sctech.edu/sctc-programs-by-financial-aid-fund-type/>

Southern Crescent Technical College does not discriminate on the basis of race, color, creed or religion, military status, national or ethnic origin, sex, age, or disability. The following persons has been designated to manage inquiries regarding the non-discrimination policies: Eben Risper, Title IX Coordinator for the Griffin Campus, Henry County Center, and Fayette County Center, 501 Varsity Road, Griffin, GA 30223, eben.risper@sctech.edu, 770-228-7382; Teresa Brooks, ADA/Section 504 Coordinator for the Griffin Campus, Henry County Center and Fayette County Center, 501 Varsity Road, Griffin, GA 30223, teresa.brooks@sctech.edu, 770-228-7258; Mary Jackson, Title IX and ADA/Section 504 Coordinator for the Flint River Campus, Butts County Center and Jasper County Center, 1533 Highway 19 South, Thomaston, GA 30286, mary.jackson@sctech.edu, 706-646-6224.