

| OLD Business Technology Associate of Applied Science Degree  |                                     |   |   | NEW Business Technology Associate of Applied Science Degree |   |   |  |
|--|-------------------------------------|---|---|---|---|---|--|
| BA23 - 64crs   |                                     |   |   | BT23 - 60crs/hrs - 6% change                                |   |   |  |
| Program Length: 5 terms  |                                     |   |   | Program Length: 5 terms                                     |   |   |  |
| Degree Requirements  |                                     |   |   | Degree Requirements   |   |   |  |
| GENERAL EDUCATION CORE   |                                     |   |   | GENERAL EDUCATION CORE                                      |   |   |  |
| Occupational Courses   |                                     |   |   | Occupational Courses  |   |   |  |
| COMP 1000  | Introduction to Computer Literacy   | 3 | ↔ | COMP 1000   | Introduction to Computer Literacy                 | 3 |  |
| ACCT 1100  | Financial Accounting I              | 4 | ↔ | ACCT 1100   | Financial Accounting I                            | 4 |  |
| (A) If take all three, award BUSN1450, BUSN2130 & BUSN2140   |                                     |   |   |   |   |   |  |
| BUSN1410   | Spreadsheet Concepts & Apps         | 4 |   | BUSN 1450   | Computer Apps for the Business Professio          | 4 | **100% Repacked/Word,Excel & Access Intern (B14100, B1410, B1420)                |
| BUSN 1400  | Word Processing Applications        | 4 |   |   |   |   |  |
| BUSN 1420  | Database Applications               | 4 |   |   |   |   |  |
| if take one or two, take remaining during teachout; then, award credit for BUSN1450, BUSN2130 & BUSN2140                       |                                     |   |   |   |   |   |  |
| BUSN 1190  | Digital Technologies in Business    | 2 |   | BUSN 2150   | Social Media & Electronic Communication           | 3 | **69% Repacked, 31% Social Media topics  |
| BUSN 2160  | Electronic Mail Applications        | 2 |   |   |   |   | ** Find an instructor  |
| (B) If take one, apply to BUSN2150; if take both, BUSN2150 + Guided elective<br>Going backwards, if take BUSN2150 --> BUSN1190 |                                     |   |   |   |   |   |  |
| BUSN 1240  | Office Procedures                   | 3 | ↔ | BUSN 1240   | Office Procedures                                 | 3 |  |
| BUSN 1430  | Desktop Publishing and Presentation | 4 | ↔ | BUSN 1470   | Professional Communication Skills                 | 3 | **54% Repacked   |
| BUSN 1440  | Document Production                 | 4 | ↔ | BUSN 1460   | Keyboarding & Document Formatting                 | 4 | **100% Repack  |
| BUSN 2190  | Business Document Proofreading &    | 3 | ↔ | BUSN 2190   | Business Document Proofreading &                  | 3 |  |
| BUSN 2210  | Applied Office Procedures           | 3 |   |   |   |   |  |
| (C) apply to Office Mgmt Spec below BUSN2290   |                                     |   |   |   |   |   |  |
| MGMT 1100  | Principles of Management            | 3 |   | MGMT 1120   | Intro to Business                                 | 3 | ** Actually Offered as a guided elective   |
| (D) If not in Office Management specialization, apply to MGMT 1120; if in Office Mgmt spec, keep there.                        |                                     |   |   |   |   |   |  |
|  |                                     |   |   | Guided Electives (2)  |   |   |  |
|  |                                     |   |   | 6   |   |   |  |
|  |                                     |   |   | 36  |   |   |  |
| Suggested Guided Electives   |                                     |   |   |   |   |   |  |
| Choose 2 Courses (6 Credit Hours)  |                                     |   |   |   |   |   |  |
| ACCT 1105  | Financial Accounting II             | 4 |   | Apply to Guided Electives                                   |   |   |  |
| ACCT 2145  | Personal Finance                    | 3 |   | Apply to Guided Electives                                   |   |   |  |
| ACCT1130   | Payroll Accounting                  | 3 |   | Apply to Guided Electives                                   |   |   |  |
| CIST1510   | Web Development                     | 3 |   | Apply to Guided Electives                                   |   |   |  |
| DMPT1000   | Introduction to Design              | 4 |   | Apply to Guided Electives                                   |   |   |  |
| MGMT1120   | Introduction to Business            | 3 |   | Apply to Guided Electives                                   |   |   |  |
| MGMT1125   | Business Ethics                     | 3 |   | Apply to Guided Electives                                   |   |   |  |
| MGMT2115   | Human Resource Management           | 3 |   | Apply to Guided Electives                                   |   |   |  |
| MKTG 1130  | Business Regs/Compliance            | 3 |   | Apply to Guided Electives                                   |   |   |  |
| TOTAL CREDIT HOURS: 64   |                                     |   |   |   |   |   |  |
|  |                                     |   |   | SPECIALIZATIONS (9-12)                                      |   |   |  |
|  |                                     |   |   | Office Management   |   |   |  |
| See (A) above  |                                     |   |   | BUSN 2130   | Advanced Spreadsheets Expert Spreadsheet Analysis | 3 | ** Repacked 33% in BUSN1410/training needed                                      |
|  |                                     |   |   | BUSN 2140   | Expert Word Processing                            | 3 | ** Repacked 36% in BUSN1400/training needed                                      |
| MGMT1120   |                                     |   |   | MGMT 1100   | Principles of Mgmt                                | 3 |  |
| See (D) above  |                                     |   |   | BUSN 2290   | Applied Business Technology                       | 3 | ** We want to use the original BUSN2210. Chattahoochee replaced it with BUSN2290 |
| See (C) above  |                                     |   |   |   |   |   |  |
|  |                                     |   |   | Human Resources   |   |   |  |
|  |                                     |   |   | MGMT 1110   | Employment Rules & Regulations                    | 3 |  |
|  |                                     |   |   | MGMT 2115   | Human Resource Management                         | 3 |  |
|  |                                     |   |   | MGMT 2130   | Employee Training and Development                 | 3 | ** We can offer instead MKTG1130   |
|  |                                     |   |   | 9 ** go through Wendy/Curr comm                             |   |   |  |
|  |                                     |   |   | Social Media  |   |   |  |
|  |                                     |   |   | CIST 1510   | Web Design I                                      | 3 |  |
|  |                                     |   |   | MKTG 1100   | Principles of Marketing                           | 3 |  |

