

OLD Business Technology Diploma				NEW Business Technology Diploma			
BA22 - cr/hrs 50				BT12 - crs/hrs 42			
Program Length: 4 terms				Program Length: 3 terms			
Degree Requirements				Degree Requirements			
Gen Ed				GENERAL EDUCATION CORE			
8							
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	
BUSN1410	Spreadsheet Concepts & Apps	4		BUSN 1450	Computer Apps for the Business Professo	4	**100% Repacked/Word,Excel & Access Interm (B14100, B1410, B1420)
BUSN 1400	Word Processing Applications	4					
BUSN 1420	Database Applications	4					
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
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	
BUSN2210	Applied Office Procedures	3					
Electives		6			Guided Electives (2)	6	
	Total	50					
						0.32	
<u>Suggested Guided Electives</u>							
Choose 2 Courses (6 Credit Hours)							
ACCT 1105	Financial Accounting II	4			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		
ALHS 1011	Structure/Function- Human Body	5			Apply to Guided Electives		
ALHS 1090	Medical Terminology for ALHS	2			Apply to Guided Electives		
BUSN 2340	Healthcare Admin Procedures	4			Apply to Guided Electives		
BUSN 1420	Database Applications	4			Apply to Guided Electives		

