# BUSINESS TECHNOLOGY, ASSOCIATE OF APPLIED BUSINESS



The Business Technology degree program prepares students with a comprehensive blending of business, critical thinking, and software knowledge/skills in preparation for entry-level business and advanced administrative career titles.  Students will achieve a foundation in business software, digital competencies, management skills, interpretation of data, ethics, and effective communication.

**This program is available to be completed 100% online.**

**Program contact:** Learn more

**This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify the Office of the Registrar at RegistrarOffice@tri-c.edu**.

Learn more about how certificate credits apply to the related degree.

## Related Degrees and Certificates
- Microsoft Office Application Specialist, Short-Term Certificate
- Administrative Specialist, Certificate of Proficiency
- Entrepreneurial Technology, Certificate of Proficiency
- Legal Administrative Specialist, Certificate of Proficiency
- Medical Administrative Specialist, Certificate of Proficiency

## Program Learning Outcomes
This program is designed to prepare students to demonstrate the following learning outcomes:

1. Utilize current workplace technologies for organization, collaboration, and sharing of ideas and documents.
2. Perform at an advanced level with spreadsheet, database, presentation, and word processing applications.
3. Apply managerial skills and problem-solving skills in a workplace environment including decision making, critical thinking, independent task completion, time management, and effective communication.
4. Apply project management skills and software to workplace existing or new projects.
5. Analyze, interpret, and explain quantitative data.
6. Apply the principles of emotional intelligence when interacting with others in the workplace.
7. Describe the traits of effective leadership, and distinguish between appropriate types of feedback.
8. Recognize the value of working in a diverse environment.
9. Utilize time effectively and perform tasks in a timely and efficient manner.
10. Collaborate with colleagues to accomplish common goals.
11. Apply principles of quality and ethics to a wide variety of business scenarios.

| First Semester | | Credit Hours |
|---|---|---|
| BADM-1020 | Introduction to Business | 3 |
| BT-1150 | Word for Business Documents | 3 |
| MATH-1190 | Algebraic and Quantitative Reasoning (or Any higher Approved Ohio Transfer 36 Mathematics course) | 3 |
| Select one of the following: | | 3 |
| ENG-1010 | College Composition I | |
| ENG-101H | Honors College Composition I | |
| Select one of the following: | | 3 |
| IT-1090 | Computer Applications | |
| IT-109H | Honors Computer Applications | |
| | **Credit Hours** | **15** |
| **Second Semester** | | |
| BT-1700 | Business Spreadsheets (Excel) | 3 |
| BT-2040 | Emerging Workplace Technology | 3 |
| BT-2211 | Presentation Software | 3 |
| Select one of the following: | | 3 |
| BADM-2010 | Business Communications | |
| BADM-201H | Honors Business Communications | |
| DEGR-xxxx | BT Elective or Certificate Requirement | 2-3 |
| DEGR-xxxx | BT Elective or Certificate Requirement | 2-3 |
| | **Credit Hours** | **16-18** |
| **Third Semester** | | |
| BT-2300 | Business Database Systems (Access) | 3 |
| BT-2411 | Workforce Management | 3 |
| BT-2700 | Advanced Business Spreadsheets (Excel) | 3 |
| DEGR-xxxx | BT Elective or Certificate Requirement | 2-3 |
| Select one of the following: | | 3 |
| COMM-1010 | Fundamentals of Speech Communication | |
| COMM-101H | Honors Speech Communication | |
| | **Credit Hours** | **14-15** |
| **Fourth Semester** | | |
| BT-2830 | Cooperative Field Experience | 1 |
| BT-2710 | Microsoft Power BI for Data Analysis | 3 |
| BT-2990 | Business Technologies Capstone | 3 |
| DEGR-xxxx | BT Elective or Certificate Requirement | 3 |
| Social and Behavioral Science/Natural and Physical Science requirements | | 3 |
| Select one of the following: | | 3 |
| PHIL-2020 | Ethics | |

| | | |
|---|---|---|
| PHIL-202H | Honors Ethics | |
| | **Credit Hours** | **16** |
| | **Total Credit Hours** | **61-64** |

## ELECTIVES

| Code | Title | Credit Hours |
|---|---|---|
| ACCT-1520 | QuickBooks Immersion | 2 |
| BT-1001 | Keyboarding | 2 |
| BT-1100 | Workplace Collaborative Apps | 3 |
| BT-2200 | Advanced Word Processing | 3 |
| BT-2510 | Project Management Software | 3 |
| CCR-1350 | Legal Terminology | 3 |
| CCR-2351 | Editing Legal Documents | 3 |
| CCR-2361 | Proofreading Skill Development | 3 |
| HIM-1122 | Medical Billing Practices for Healthcare Providers | 3 |
| PL-1502 | Law Office Technology | 3 |
| HTEC-1060 | Medical Terminology I | 3 |
| HTEC-2060 | Medical Terminology II | 2 |

MATH-1140, MATH-1141, MATH-1200, MATH-1270, and MATH-1280 can no longer count towards fulfilling the college-level mathematics requirement.  These courses were re-classified as developmental mathematics by the state of Ohio in 2016.  Tri-C established a 5-year transitioning window for students who had completed these courses prior to 2016 to apply them towards meeting graduation requirements, which expired in Summer 2021. It is highly recommended to see a counselor to determine the appropriate math required for your current major.