

BUSINESS TECHNOLOGY

Code	Title	Credit Hours
BADM-1020	Introduction to Business	3
BT-1150	Word for Business Documents	3
MATH-1xxx	1000-level Math course or higher	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	
BT-1700	Business Spreadsheets (Excel)	3
BT-2040	Emerging Workplace Technology	3
BT-2211	Presentation Software	3
DEGR-xxxx	BT Elective or Certificate Requirement	2-3
DEGR-xxxx	BT Elective or Certificate Requirement	2-3
Select one of the following:		3
BADM-2010	Business Communications	
BADM-201H	Honors Business Communications	
BT-2300	Business Database Systems (Access)	3
BT-2411	Workforce Management	3
BT-2700	Advanced Business Spreadsheets (Excel)	3
Degree-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	
BT-2510	Project Management Software	3
BT-2830	Cooperative Field Experience	1-3
BT-2990	Business Technologies Capstone	3
DEGR-xxxx	BT Elective or Certificate Requirement	3
Social and Behavioral Science/Natural and Physical Science requirement		3
Select one of the following:		3
PHIL-2020	Ethics	
PHIL-202H	Honors Ethics	

Code	Title	Credit Hours
ELECTIVES		
ACCT-1520	QuickBooks Immersion	2
BT-1001	Keyboarding	2
BT-2200	Advanced Word Processing	3
BT-2270	Desktop Publishing	3
BT-2710	Microsoft Power BI for Data Analysis	3
CCR-1350	Legal Terminology	3
CCR-2351	Editing Legal Documents	3
CCR-2360	Proofreading Skill Development	2
HIM-1121	Medical Billing Practices	2
MA-1020	Medical Terminology I	3

MA-2010	Medical Terminology II	2
PL-1502	Law Office Technology	3

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.

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
- Business Technology, Associate of Applied Business