

BUSINESS TECHNOLOGY

Code	Title	Credit Hours
BADM-1020	Introduction to Business	3
BT-1201	Word Processing	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-1000	Keyboarding and Document Formatting	2
BT-2200	Advanced Word Processing	3
BT-2270	Desktop Publishing	3
BT-2500	Web Authoring Tools	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

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