Business Technology (BA23)
Associate of Applied Science eMap

This eMap, along with regular meetings with your program advisor and using DegreeWorks, will help you remain on track to finish your program as quickly as possible and graduate from Georgia Northwestern Technical College. This eMap is intended to be used when beginning the program in Fall semester. Starting the program in Spring or Summer semesters may alter the suggested courses or course availability. This eMap is based on the 2024-2025 academic year.

1st set of suggested courses

Course		Hours	Completed
ENGL 1101	Composition and Rhetoric	3	☐
COMP 1000	Introduction to Computer Literacy	3	☐
BUSN 1440	Document Production	4	☐
MATH 1111 OR MATH 1103	College Algebra OR Quantitative Skills and Reasoning	3	☐

2nd set of suggested courses

Course		Hours	Completed
BUSN 1240	Office Procedures	3	☐
BUSN 1400	Word Processing Applications	4	☐
XXXX xxxx	Occupational Guided Elective (Recommended course: BUSN 1340 Customer Service Effectiveness)	3	☐
XXXX xxxx	Humanities/ Fine Arts Elective	3	☐

3rd set of suggested courses

Course		Hours	Completed
BUSN 1420	Database Applications	4	☐
BUSN 2160	Electronic Mail Applications	2	☐

4th set of suggested courses

Course		Hours	Completed
BUSN 2190	Business Document Proofreading and Editing	3	☐
XXXX xxxx	Occupational Guided Elective (Recommended course: BUSN 1300 Introduction to Business)	3	☐
BUSN 1430	Desktop Publishing and Presentation Applications	4	☐
BUSN 1410	Spreadsheet Concepts and Applications	4	☐

5th set of suggested courses

Course		Hours	Completed
MGMT 1100	Principles of Management	3	☐
XXXX xxxx	General Education Core Elective	3	☐
XXXX xxxx	Social/ Behavioral Sciences Elective	3	☐
BUSN 2210	Applied Office Procedures	3	☐

6th set of suggested courses

Course		Hours	Completed
ACCT 1100	Financial Accounting I	4	☐
BUSN 1190	Digital Technologies in Business	2	☐

ACCT 1100 is the recommended course. Additional courses may be available to meet this requirement. See Course Catalog for more info.

Total Credit Hours: 64 Minimum Credit Hours Required for Graduation

Business Technology AAS Degree Planning Notes:
- Courses for this Associates Degree are offered at all six GNTC campuses and also available 100% online.
- For part-time and full-time students, COMP 1000 and BUSN 1440 need to be completed in the 1st set/ semester.
- Occupation-guided electives can be taken any semester.
- If courses are taken in the suggested order, student will earn the following Certificates –
  (1) Microsoft Word Application Professional Certificate at the end of the 2nd set
  (2) Microsoft Office Application Professional Certificate at the end of the 4th set
  (3) Administrative Support Assistant Certificate at the end of the 4th set
  See Course Catalog and Certificate eMaps to confirm Certificate requirements.

Additional information for the Business Technology AAS Degree and program requirements can be found at GNTC 2024-2025 Catalog.