

Business Technology (BT23)

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 2026-2027 academic year.



1 st set of suggested courses			
Course		Hours	Completed
COMP 1000	Introduction to Computer Literacy (prerequisite for required BUSN courses).	3	☐
ENGL 1101	Composition and Rhetoric	3	☐
XXXX xxxx	Humanities/ Fine Arts Elective	3	☐
XXXX xxxx	Social/ Behavioral Sciences Elective	3	☐

2 nd set of suggested courses			
Course		Hours	Completed
BUSN 1450	Computer Applications for the Business Professional	4	☐
BUSN 1460	Keyboarding and Document Formatting	4	☐
BUSN 2190	Business Document Proofreading and Editing	3	☐
XXXX xxxx	Occupational Guided Elective	3	☐

BUSN 1460 is the recommended course. Additional courses may be available to meet this requirement. See Course Catalog for more info.

3 rd set of suggested courses			
Course		Hours	Completed
BUSN 1240	Office Procedures	3	☐
BUSN 1470	Professional Communication Skills	3	☐
XXXX xxxx	General Education Core Elective	3	☐
MATH 1103 OR MATH 1111	Quantitative Skills and Reasoning OR College Algebra	3	☐

Total Credit Hours: 60 Minimum Credit Hours Required for Graduation

4 th set of suggested courses			
Course		Hours	Completed
BUSN 2150	Social Media and Electronic Communication	3	☐
BUSN 1300 OR MGMT 1120	Introduction to Business OR Introduction to Business	3	☐
ACCT 1100	Financial Accounting I	4	☐
XXXX xxxx	Occupational Guided Elective	3	☐

BUSN 2150 and ACCT 1100 are the recommended courses. Additional courses may be available to meet these requirements. See Course Catalog for more info.

5 th set of suggested courses			
Course		Hours	Completed
XXXX xxxx	Specialization Courses (see list on page 2)	9-13	☐

6 th set of suggested courses			
Course		Hours	Completed
XXXX xxxx	Specialization Courses (see list on page 2)	9-13	☐

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 need to be completed in the 1st set/ semester as it is a pre-req for BUSN courses.
- 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.
- Program advisors for BT23 are Karen Whitfield, kwithfield@gntc.edu (Catoosa, Walker, and Whitfield Murray campuses) and Barbara Capes, bcapes@gntc.edu (Floyd, Gordon, and Polk campuses).

Additional information for the Business Technology AAS Degree and program requirements can be found at [GNTC 2026-2027 Catalog](#).

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SPECIALIZATION COURSES FOR BUSINESS TECHNOLOGY DEGREE

Please note: Students must select ONE of the four available Specialization tracks, 1) Human Resources Specialization, 2) Office Management Specialization, 3) Project Management Specialization, 4) Social Media Specialization. Courses should be taken in the 5th set of courses on the eMap on page one, but Specialization should be selected as soon as possible.

Human Resources Specialization (9 Credit Hours)			
Course		Hours	Completed
MKTG 1130	Business Regulations and Compliance	3	☐
MGMT 2115	Human Resources Management	3	☐
MGMT 2130	Employee Training and Development	3	☐

Office Management Specialization (12 Credit Hours)			
Course		Hours	Completed
BUSN 2130	Expert Spreadsheet Analysis (Prerequisite: BUSN 1450)	3	☐
BUSN 2140	Expert Word Processing (Prerequisite: BUSN 1450)	3	☐
MGMT 1100	Principles of Management	3	☐
BUSN 2290	Applied Business Technology (Prerequisites: BUSN 1240, BUSN 1460, BUSN 2130, BUSN 2140)	3	☐

Project Management Specialization (9 Credit Hours)			
Course		Hours	Completed
BUSN 2130	Expert Spreadsheet Analysis (Prerequisite: BUSN 1450)	3	☐
MGMT 1105	Organizational Behavior	3	☐
MGMT 2210	Project Management	3	☐

Social Media Specialization (13 Credit Hours)			
Course		Hours	Completed
CIST 1510	Web Development I	3	☐
MKTG 1100	Principles of Marketing	3	☐
MKTG 1190	Integrated Marketing Communications	3	☐
MKTG 2500	Exploring Social Media	3	☐

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