Business Technology eMAP

Student Name:

Start Here: Program of Study - Diploma

Complete any required Learning Support courses. Then,

1st Semester	Completed
COMP 1000 – Introduction to Computers [3 hours] Take B-Term (1st half of semester)	☐
BUSN 1440 – Document Production [4 hours]	☐
BUSN 2160 – Electronic Mail [2 hours] Take C-Term (2nd half of semester)	☐
ENGL 1101 – (A.A.S. level. Enrollment is based on COMPASS test scores; diploma-level can be taken) [3 hours]	☐

2nd Semester	Completed
BUSN 1400 – Word Processing [4 hours] **(Fall & Spring only)**	☐
BUSN 2190 – Business Doc. Proofreading & Editing [3 hours] **(Fall & Spring only)**	☐
BUSN 1190 – Digital Technologies in Business [2 hours]	☐
MATH 1111 – (A.A.S. level. Enrollment is based on COMPASS test scores; diploma-level can be taken) [3 hours]	☐

Receive a: Microsoft Word Application Professional TCC (MWA1)

3rd Semester	Completed
BUSN 1430 – Desktop Pub. and Presentation Applications [4 hours] **(Spring only)**	☐
ACCT 1120 – Spreadsheet Applications [4hours]	☐
BUSN 1240 – Office Procedures [3 hours] **(Fall & Spring only)**	☐
ACCT 1100 – Financial Accounting I [4hours]	☐

Receive a: Microsoft Excel Application Professional TCC (ME51) &

Administrative Support Assistant TCC (AS21)

4th Semester	Completed
BUSN 2210 – Applied Office Procedures (pre-req courses must be completed before registering for this course: BUSN 1240, BUSN 1400, ACCT 1120, and BUSN 1440). [3 hours] **(Fall & Spring only)**	☐
PSYC 1101 – (A.A.S. level. Enrollment is based on COMPASS test scores; diploma-level can be taken) [3 hours]	☐
Choose Two Guided Electives **BUSN 1420** [4 hours] **(Fall only)**, MGMT 1100) [3 hours]	☐

Petition for a Business Technology Diploma

This eMAP along with meeting regularly with your program advisor and using DegreeWorks will help you stay on track to finish your program as quickly as possible and graduate from CTC.

Program of Study: Associate of Applied Science

Complete the General Education Core:	Completed
ENGL 1101 (if not complete in Diploma) [3 hours]	□
PSYC 1101 (if not completed in Diploma) [3 hours]	□
MATH 1111 (if not completed in Diploma) [3 hours]	□
HUMN 1101 (or another **Area IV** course) [3hours]	□
One additional course from Area I, Area II, Area III, or Area IV (such as ENGL 1102, SOCI 1101, ARTS 1101, POLS 1101) [3 hours]	□

Additional Program Required Courses	Completed
BUSN 1420 – Database Applications (if not completed in Diploma) [4 hours] **(Fall only)**	□
MGMT 1100 – Principles of Management (if not completed in Diploma) [3 hours]	□

Elective Courses	Completed
Choose Two Guided Electives:	
ACCT 1115 – Computerized Accounting [3 hours]	□
BUSN 1250 – Records Management [3 hours] **(Summer only)**	□
Receive a: Microsoft Office Application Professional TCC (MF41) after completion of ACCT 1115	□
ACCT 2145 – Personal Finance [3 hours]	□
MGMT 1120 – Introduction to Business [3 hours]	
MKTG 1100 – Principles of Marketing [3 hours]	□
Petition for an Associate of Applied Science degree in Business Technology	

Microsoft Excel Application Professional Certificate (ME51)

	Completed
COMP 1000 – Introduction to Computers [3 hours]	□
ACCT 1120 – Spreadsheet Applications [4hours]	□
BUSN 1240 – Office Procedures [3 hours] **(Fall & Spring only)**	□
MATH 1111 (if not completed in Diploma) [3 hours]	□

Faculty Program Advisory

Julie Neighbors
Contact:
Julie.Neighbors@ChattahoocheeTech.edu

Kathy Coleman
Contact: KColeman@ChattahoocheeTech.edu