Business Technology
Annual Schedule 2024 - 2025

Chattahoochee Technical College

BUSN Courses	Spring 2024	Summer 2024	Fall 2024	Spring 2025	Summer 2025	Fall 2025
1240: Office Procedures	YES	NO	YES	YES	NO	YES
1250: Records Management	NO	NO	NO	NO	YES	NO
1450: Computer Applications for the Business Professional	YES	NO	YES	YES	NO	YES
1460: Keyboarding & Document Formatting	YES	YES	YES	YES	YES	YES
1470: Professional Communication Skills	YES	YES	YES	YES	YES	YES
2130: Expert Spreadsheet Analysis	NO	NO	YES	NO	NO	YES
2140: Expert Word Processing	YES	NO	NO	YES	NO	NO
2150: Social Media and Electronic Communication	YES	YES	YES	YES	YES	YES
2190: Business Document Proofreading & Editing	NO	NO	YES	NO	NO	YES
2235: Business Administrative Assistant Internship	YES	YES	YES	YES	YES	YES
2250: Business Administrative Assistant Internship II	NO	YES	NO	NO	YES	NO
2290: Applied Business Technology	YES	NO	NO	YES	NO	NO

Green Yes Boxes - Course is offered
Gray No Boxes - Course is not offered

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This annual schedule, along with your program's eMap and regular meetings with an advisor, will assist you in planning so that you can complete your program of study as quickly as possible.