BUSINESS TECHNOLOGY, ASSOCIATE OF APPLIED BUSINESS

The Business Technology degree program prepares students with a comprehensive blending of business, critical thinking, and software knowledge/skills in preparation for entry-level business and advanced administrative career titles. Students will build a foundation in business software, digital competencies, management skills, decision making, ethics and effective communication.

This program is available to be completed 100% online.

Program contact: Learn more

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify the Office of the Registrar at RegistrarOffice@tri-c.edu.

Learn more about how certificate credits apply to the related degree.

Program Learning Outcomes

This program is designed to prepare students to demonstrate the following learning outcomes:

a. Utilize current workplace technologies for organization, collaboration, and sharing of ideas and documents.
b. Perform at an advanced level with spreadsheet, database, presentation and word processing applications.
c. Apply managerial skills and problem-solving skills in a workplace environment including decision making, critical thinking, independent task completion, time management, and effective communication.
d. Apply project management skills and software to workplace existing or new projects.
e. Analyze, interpret, and explain quantitative data.
f. Apply the principles of emotional intelligence when interacting with others in the workplace.
g. Describe the traits of effective leadership, and distinguish between appropriate types of feedback.
h. Recognize the value of working in a diverse environment.
i. Utilize time effectively and perform tasks in a timely and efficient manner.
j. Collaborate with colleagues to accomplish common goals.
k. Apply principles of quality and ethics to a wide variety of business scenarios.

First Semester		Credit Hours
BADM-1020	Introduction to Business	3
BT-1150	Word for Business Documents	3
MATH-1190	Algebraic and Quantitative Reasoning (or Any higher Approved Ohio Transfer 36 Mathematics course)	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	
	Credit Hours	**15**
Second Semester		
BT-1700	Business Spreadsheets (Excel)	3
BT-2040	Emerging Workplace Technology	3
BT-2211	Presentation Software	3
Select one of the following:		3
BADM-2010	Business Communications	
BADM-201H	Honors Business Communications	
DEGR-xxxx	BT Elective or Certificate Requirement	2-3
DEGR-xxxx	BT Elective or Certificate Requirement	2-3
	Credit Hours	**16-18**
Third Semester		
Select one of the following:		3
BT-2300	Business Database Systems (Access)	
BT-2710	Microsoft Power BI for Data Analysis	
BT-2411	Workforce Management	3
BT-2700	Advanced Business Spreadsheets (Excel)	3
DEGR-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	
	Credit Hours	**14-15**
Fourth Semester		
BT-2510	Project Management Software	3
BT-2830	Cooperative Field Experience	1
BT-2990	Business Technologies Capstone	3
DEGR-xxxx	BT Elective or Certificate Requirement	3
Social and Behavioral Science/Natural and Physical Science requirements		3
Select one of the following:		3
PHIL-2020	Ethics	
PHIL-202H	Honors Ethics	
	Credit Hours	**16**
	Total Credit Hours	**61-64**

ELECTIVES

Code	Title	Credit Hours
ACCT-1520	QuickBooks Immersion	2
BT-2200	Advanced Word Processing	3

BT-1001	Keyboarding	2
BT-2520	Business Websites: Best Practices and Maintenance	3
CCR-1350	Legal Terminology	3
CCR-2351	Editing Legal Documents	3
CCR-2361	Proofreading Skill Development	3
HIM-1121	Medical Billing Practices	2
MA-1020	Medical Terminology I	3
MA-2010	Medical Terminology II	2
PL-1502	Law Office Technology	3

MATH-1140, MATH-1141, MATH-1200, MATH-1270, and MATH-1280 can no longer count towards fulfilling the college-level mathematics requirement. These courses were re-classified as developmental mathematics by the state of Ohio in 2016. Tri-C established a 5-year transitioning window for students who had completed these courses prior to 2016 to apply them towards meeting graduation requirements, which expired in Summer 2021. It is highly recommended to see a counselor to determine the appropriate math required for your current major.