

*School of Business and Public Services*

# Business Technology Degree BHT3—67 Credit Hours

*Program Chair:* [tanya.johnson@westgatech.edu](mailto:tanya.johnson@westgatech.edu)

*Courses may rotate among the following locations:* Carroll, Coweta, Douglas, LaGrange, Murphy and Online

Complete	General Education Course Number (credits)	Course Name	Prerequisite	Notes
<input type="checkbox"/>	<p><b>**Learning Support Courses</b> (refer to Admissions evaluation).            Examples include: ENGL 0998, ENGL 0996/1101, MATH 0090 and MATH 0999/1111.            Not available online; courses must be completed on campus if student is provisional and not regular status.</p> <p><i>These courses are not calculated into students' institutional GPA. Learning support courses are individually assigned based on admissions testing results and program requirements. 0096 courses must be completed with the Adult Education department before starting college program—contact Admissions for questions regarding evaluations.</i></p>			
<input type="checkbox"/>	Area I: **ENGL 1101 (3)	Composition and Rhetoric	Appropriate Degree Level Writing (English) and Reading Placement Test Scores	
<input type="checkbox"/>	Area I: **SPCH 1101 (3)	Public Speaking	Appropriate Degree Level Writing (English) Placement Test Scores	
<input type="checkbox"/>	Area II: PSYC 1101 (3)	Introductory Psychology	Appropriate Degree Level Writing (English) and Reading Placement Test Scores	
<input type="checkbox"/>	Area III: **MATH 1111 (3)	College Algebra	Degree program admission level algebra competency	
<input type="checkbox"/>	Area IV (3)  <b>Choose One:</b> ARTS 1101 MUSC 1101 THEA 1101  HUMN 1101 ENGL 2110 ENGL 2130 ENGL 2310	<b>Choose One:</b> Art Appreciation Music Appreciation Theater Appreciation  Introduction to Humanities World Literature American Literature English Literature	Appropriate Degree Level Writing (English) and Reading Placement Test Scores  ENGL 1101 ENGL 1101 and ENGL 1102 ENGL 1101 and ENGL 1102 ENGL 1101 and ENGL 1102	

**\*\*First term suggestion:** All assigned learning support and/or—ENGL 1101, SPCH 1101, CISM 2201, MATH 1111

*School of Business and Public Services*

# Business Technology Degree BHT3—67 Credit Hours

*Program Chair:* [tanya.johnson@westgatech.edu](mailto:tanya.johnson@westgatech.edu)

*Courses may rotate among the following locations:* Carroll, Coweta, Douglas, LaGrange, Murphy and Online

Complete	General Education Course Number (credits)	Course Name	Prerequisite	Notes
<input type="checkbox"/>	Additional 3 hours from Area I, II, III or IV	Choose One	See Catalog	
Complete	Occupational Course Number (credits)	Course Name	Prerequisite	Notes
<input type="checkbox"/>	ACCT 1100 (4)	Financial Accounting I	Regular status (all learning support complete or no learning support required)	
<input type="checkbox"/>	**CISM 2201 (3)	Foundations of Computer Applications	None	
<input type="checkbox"/>	BUSN 1190 (2)	Digital Technologies in Business	CISM 2201	
<input type="checkbox"/>	BUSN 1240 (3)	Office Procedures	CISM 2201	
<input type="checkbox"/>	BUSN 1300 (3)	Introduction to Business	Regular status (all learning support complete or no learning support required)	
<input type="checkbox"/>	BUSN 1400 (4)	Word Processing Applications	CISM 2201	
<input type="checkbox"/>	BUSN 1410 (4)	Spreadsheet Concepts and Applications	CISM 2201	
<input type="checkbox"/>	BUSN 1420 (4)	Database Applications	CISM 2201	
<input type="checkbox"/>	BUSN 1430 (4)	Desktop Publishing and Presentation Applications	CISM 2201	

*School of Business and Public Services*

# Business Technology Degree BHT3—67 Credit Hours

*Program Chair:* [tanya.johnson@westgatech.edu](mailto:tanya.johnson@westgatech.edu)

*Courses may rotate among the following locations:* Carroll, Coweta, Douglas, LaGrange, Murphy and Online

Complete	Occupational Course Number (credits)	Course Name	Prerequisite	Notes
<input type="checkbox"/>	BUSN 1440 (4)	Document Production	BUSN 1100 or the ability to key 30 gross words a minute on 3-minute timings with no more than 3 errors (see Admissions Office for testing)	Co-requisite – CISM 2201
<input type="checkbox"/>	BUSN 2160 (2)	Electronic Mail Applications	Regular status (all learning support complete or no learning support required)	
<input type="checkbox"/>	BUSN 2190 (3)	Business Document Proofreading and Editing	ENGL 1010 or ENGL 1101	Corequisite: BUSN 1440
<input type="checkbox"/>	BUSN 2210 (3)	Applied Office Procedures	BUSN 1240 and BUSN 1400 and BUSN 1410 and BUSN 1440	
<input type="checkbox"/>	BUSN XXXX (3)	Any BUSN course that totals 3 credit hours	See Catalog	
<input type="checkbox"/>	MGMT 1100 (3)	Principles of Management	None	

Credit for BUSN 1015, BUSN 1190, BUSN 1400, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 1440, BUSN 2160, BUSN 2350, and BUSN 2375 or courses requiring those courses as pre-requisites are awarded only if the courses have been completed within the last seven years. Courses over seven years old may be recommended by the program chair and approved by the Dean of the School of Business/Public Services if the student presents recent, documented, in-field experience or current software certification.

This program is eligible for Federal Aid including Pell Grant and federal student loans and may be eligible for Institutional and State Financial Aid. Contact the Financial Aid office for eligibility requirements and application materials.

As set forth in its student catalog, West Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

**\*\*First term suggestion:** All assigned learning support and/or—ENGL 1101, SPCH 1101, CISM 2201, MATH 1111

July 2020-2021 Catalog