

School of Business and Public Services

Business Technology Diploma BA22—50 Credit Hours

Program Chair: 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>**Learning Support Courses (refer to Admissions evaluation). Examples include: ENGL 0998 and MATH 0091/1012 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"/>	**ENGL 1010 (3)	Fundamentals of English I	Diploma program admission level writing and reading competency	
<input type="checkbox"/>	EMPL 1000 (2)	Interpersonal Relations and Professional Development	None	
<input type="checkbox"/>	MATH 1012 (3) -OR- MATH 1011 (3)	Foundations of Mathematics -OR- Business Math	Diploma program admission level math competency	
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"/>	BUSN 1190 (2)	Digital Technologies in Business	CISM 2201	
<input type="checkbox"/>	BUSN 1240 (3)	Office Procedures	CISM 2201	
<input type="checkbox"/>	BUSN 1400 (4)	Word Processing Applications	CISM 2201	
<input type="checkbox"/>	BUSN 1410 (4)	Spreadsheet Concepts and Applications	CISM 2201	

****First term suggestion:** All assigned learning support and/or—ENGL 1010, CISM 2201, and MATH

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<input type="checkbox"/>	BUSN 1430 (4)	Desktop Publishing and Presentation Applications	CISM 2201	
<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) and CISM 2201	
<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"/>	**CISM 2201 (3)	Foundations of Computer Applications	None	
Complete	Occupational Elective Course Number (credits)	Course Name	Prerequisite	Notes
<input type="checkbox"/>	BUSN XXXX (3)	Any BUSN course that totals 3 credit hours	See catalog	
<input type="checkbox"/>	BUSN XXXX (3)	Any BUSN course that totals 3 credit hours	See catalog	

**First term suggestion: All assigned learning support and/or—ENGL 1010, CISM 2201, and MATH

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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).