



## Business Management Diploma (MD12)—48 Credit Hours

**Program Description:**

The Business Management diploma program is designed to prepare students for entry into management positions in a variety of businesses and industries. Learning opportunities will introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement in management.

Graduates may find employment as management and/or supervisor of assistants or trainees or in related occupations. Starting salaries are approximately \$32,000 per year.

**Contact:**

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**Website:**

<https://www.westgatech.edu/program-explorer/business-accounting/business-management/>

**Campus:**

Courses may rotate among Online, Coweta, Douglas, and LaGrange

<b>Set the Track, Start the Track, Stay on Track</b>					
Meet with an Advising Coach to Stay on Track. S = Semester; CR = Credit Hours; FA = Fall; SP = Spring; SU = Summer <i>Students must earn a grade of C or higher in all prerequisite courses.</i>					
✓	Grade	Semester 1	S	CR	Notes & Milestones
		ENGL 1010 Fundamentals of English I	ALL	3	Program Admission
		MATH 1012 Foundations of Mathematics	ALL	3	Program Admission
		MGMT 1100 Principles of Management	ALL	3	
		CISM 2201 Foundations of Computer Applications	ALL	3	
				<b>12</b>	<b>Program Semester Hours</b>
✓	Grade	Semester 2	S	CR	Notes & Milestones
		ACCT 1100 Financial Accounting I	ALL	4	Program Admission
		MGMT 1105 Organizational Behavior	ALL	3	
		MGMT 1110 Employment Rules and Regulations	ALL	3	
		MGMT 1115 Leadership	ALL	3	
				<b>13</b>	<b>Program Semester Hours</b>
✓	Grade	Semester 3	S	CR	Notes & Milestones
		MGMT 1120 Introduction to Business	ALL	3	
		MGMT 1125 Business Ethics	ALL	3	
		MGMT 2115 Human Resource Management	ALL	3	
<b>Choose One:</b>					
		EMPL 1000 Interpersonal Relations	ALL	2	
		PSYC 1010 Basic Psychology	ALL	3	
				<b>12</b>	<b>Program Semester Hours</b>

✓	Grade	Semester 4	S	CR	Notes & Milestones
		MGMT 2125 Performance Management	ALL	3	
		MGMT 2215 Team Project	ALL	3	
<b>Choose Two Management Electives:</b>					
		MGMT 2130 Employee Training and Development	ALL	3	Program Admission
		MGMT 2140 Retail Management	FA, SP	3	Program Admission
		MGMT 2205 Service Sector Management	ALL	3	Program Admission
		MGMT 2210 Project Management		3	
		MGMT 2220 Management Occupation-Based Instructions		3	
				<b>12</b>	<b>Program Semester Hours</b>
Always check online <a href="https://www.westgatech.edu/">https://www.westgatech.edu/</a> and meet with your Advising or Faculty Coach to ensure you are viewing the latest and most accurate information.					

**Note:** If a course is full or unavailable when you attempt to register, please select an available course, given you have satisfied the required prerequisite.

**Employment Opportunities:** <https://www.westgatech.edu/student-life/career-services/>

**Financial Aid by Program:** <https://www.westgatech.edu/financial-aid/types-of-aid/>

As set forth in its student catalog, West Georgia Technical College complies with the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law. The following person(s) has been designated to manage inquiries regarding the nondiscrimination policies: Equity (Title IX) Coordinator: Melinda Hofius, Assistant Vice President of Student Affairs 770.537.5722, 176 Murphy Campus Blvd., Waco, GA 30182; ADA (Section 504) Coordinators: Students: Zelma Jones, Career and Student Support Services Director, 770.824.5245, 176 Murphy Campus Blvd., Waco, GA 30182, [Student504@westgatech.edu](mailto:Student504@westgatech.edu), Employees: Teresa Jiles, Assistant Director of Human Resources, 770.537.6056, 176 Murphy Campus Blvd., Waco, GA 30182, [wgtcHR@westgatech.edu](mailto:wgtcHR@westgatech.edu).