



Business Technology Diploma (BT12)- 42 Credit Hours

Program Description:

The Business Technology program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The program provides learning opportunities, which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of word processing, spreadsheet, presentation, and database applications software. Students are also introduced to accounting fundamentals, electronic communications, internet research, and electronic file management. The program includes instruction in effective communication skills and terminology that encompasses office management and executive assistant qualification and technology innovations for the office. Graduates of the program receive a Business Technology Diploma. Initial salaries are approximately \$30,000 per year.

Contact:

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Website:

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

Diploma Requirements					
Program Specific					
<ul style="list-style-type: none"> Min GPA 2.0 Courses may rotate to the following locations: Carroll, Coweta, Douglas, LaGrange, Murphy and Online The ability to key 30 gross words a minute on 3-minute timings with no more than 3 errors Learner Supplies—Access to a computer with reliable Internet Connection, MS Office 365/2021 programs: Word, Excel, Access, PowerPoint, Sway, Outlook 					
Set the Track, Start the Track, Stay on Track					
<i>Meet with an Advising Coach to Stay on Track. S = Semester; CR = Credit Hours; FA = Fall; SP = Spring; SU = Summer; ALL=any semester</i>					
✓	Grade	Semester 1	S	CR	Notes & Milestones
		ENGL 1010 Fundamentals of English I	ALL	3	
		MATH 1012 Foundations of Mathematics	ALL	3	
		CISM 2201 Foundations of Computer Applications	ALL	3	
		PSYC 1010 Basic Psychology	ALL	3	
				12	Program Semester Hours
✓	Grade	Semester 2	S	CR	Notes & Milestones
		BUSN 1240 Office Procedures	FA	3	Prerequisite: CISM 2201
		BUSN 1460 Keyboarding and Document Formatting	FA SP	4	Prerequisite: CISM 2201 -OR- Corequisite: CISM 2201
		BUSN 2190 Business Document Proofreading and Editing	FA SP	3	Prerequisite: ENGL 1010 or ENGL 1101 Corequisite: BUSN 1460

		BUSN 1450 Computer Applications for the Business Professional	FA SP	4	Prerequisite: CISM 2201
				14	Program Semester Hours
✓	Grade	Semester 3	S	CR	Notes & Milestones
		BUSN 1470 Professional Communication Skills	ALL	3	Prerequisite: CISM 2201
		BUSN 2150 Social Media and Electronic Communication	ALL	3	
		BUSN XXXX Any course that totals 3 credit hours	ALL	3	See list of BUSN courses ¹
				9	Program Semester Hours
✓	Grade	Semester 4	S	CR	Notes & Milestones
		ACCT 1100 Financial Accounting I	ALL	4	
		BUSN XXXX Any BUSN course (Total of 3 credit hours)		3	List of BUSN courses
				7	Program Semester Hours

Note: If a course is full or unavailable when you to attempt to register, please select an available course from any term listed, given you have satisfied the required pre-requisite.

Credit for BUSN 1015, BUSN 1190, BUSN 1400, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 1440, BUSN 2160, BUSN 2210, BUSN 2340, BUSN 2350 and BUSN 2375 or courses requiring those courses as prerequisites are awarded only if the courses have been completed within the last seven (7) years. Courses over seven (7) 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.

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

Financial Aid by Program: <https://www.westgatech.edu/wp-content/uploads/2019/02/WGTC-Available-Aid-By-Program-11-17-2023.pdf>

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, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). The following persons have been designated to handle inquiries regarding the non-discrimination policies: Equity (Title IX) Coordinator, Dean of Students, 770.537.5722, 176 Murphy Campus Blvd., Waco, GA 30182. ADA (Section 504) Coordinator for Students: Career and Student Support Services Manager, 770.824.5245, 176 Murphy Campus Blvd., Waco, GA 30182, for Employees: Human Resources Manager, 770.537.6056, 176 Murphy Campus Blvd., Waco, GA 30182.

¹ <https://westgatech.smartcatalogiq.com/en/2023-2024/student-catalog/course-descriptions/busn-business-technology/>