



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:

Tanya Byrd-Johnson, Program Director
770-824-5256
tanya.johnson@westgatech.edu

Website:

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

Campus:

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

Set the Track, Start the Track, Stay on Track

Meet with an Advising Coach to Stay on Track. S = Semester; CR = Credit Hours; FA = Fall; SP = Spring; SU = Summer

Students must earn a grade of C or higher in all prerequisite courses.

✓	Grade	Semester 1	S	CR	Notes & Milestones
		BUSN 1460 Keyboarding and Document Formatting	ALL	4	Prerequisite or Corequisite CISM 2201
		BUSN XXXX Elective	ALL	3	See list of BUSN Course Descriptions
		CISM 2201 Foundations of Computer Applications	ALL	3	
		ENGL 1010 Fundamentals of English I	ALL	3	
				13	Program Semester Hours
✓	Grade	Semester 2	S	CR	Notes & Milestones
		BUSN 1450 Computer Applications for the Business Professional	FA, SP	4	Prerequisite CISM 2201
		BUSN 1470 Professional Communication Skills	FA, SP	3	Prerequisite CISM 2201
		BUSN 2190 Business Document Proofreading and Editing	FA, SP	3	Prerequisite ENGL 1010 or ENGL 1101 Corequisite BUSN 1460
		MATH 1012 Foundations of Mathematics	ALL	3	
				13	Program Semester Hours
✓	Grade	Semester 3	S	CR	Notes & Milestones
		BUSN XXXX Elective	ALL	3	See list of BUSN Course Descriptions
		PSYC 1010 Basic Psychology	ALL	3	
				6	Program Semester Hours

✓	Grade	Semester 4	S	CR	Notes & Milestones
		ACCT 1100 Financial Accounting I	ALL	4	
		BUSN 1240 Office Procedures	FA	3	Prerequisite CISM 2201
		BUSN 2150 Social Media and Electronic Communication	FA, SP	3	
				10	Program Semester Hours
Always check online https://www.westgatech.edu/ 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, Employees: Teresa Jiles, Assistant Director of Human Resources, 770.537.6056, 176 Murphy Campus Blvd., Waco, GA 30182, wgtchr@westgatech.edu.