



Business Technology Degree (BT23)- 66 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. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of administrative technology. Graduates of the program receive a Business Technology Associate of Applied Science degree. Starting salaries are approximately \$39,850 per year.

Contact:

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 770-824-5256
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Website:

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

Pre-Degree Requirements

Program Specific

- Min GPA 2.0
- Learner Supplies—Access to a computer with reliable Internet Connection, MS Office 365/2021 programs: Word, Excel, Access, PowerPoint, Sway, Outlook
- Courses may rotate among the following locations: Carroll, Coweta, Douglas, LaGrange, Murphy and Online

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; ALL=any semester
 *** Accreditation Council for Business Schools and Programs (ACBSP) offers accreditation services to business programs focused on teaching and learning. ACBSPs evaluate and determine whether the business schools and programs meet applicable and recognized standards.



Grade	Semester 1	S	CR	Notes & Milestones <i>Prerequisites must be completed with a C or higher</i>
	ENGL 1101 Composition and Rhetoric	ALL	3	
	MATH 1111 College Algebra	ALL	3	
	BUSN 1300 Introduction to Business	ALL	3	
	CISM 2201 Foundations of Computer Applications	ALL	3	
			12	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 1460 Keyboarding and Document Formatting	ALL	4	Prerequisites: CISM 2201 may be taken as a corequisite
		BUSN 2190 Business Document Proofreading and Editing	FA, SP	3	Prerequisite: ENGL 1010 or ENGL 1101 Corequisite: BUSN 1460
				11	Program Semester Hours
	Grade	Semester 3	S	CR	Notes & Milestones
		PSYC 1101 Introductory Psychology	ALL	3	
		Additional 3 hours from Area I, II, III or IV	ALL	3	See Catalog for Area I, II, III, or IV options¹
		BUSN 1240 Office Procedures	FA, SP	3	Prerequisite: CISM 2201
		SPCH 1101 Public Speaking	ALL	3	
				12	Program Semester Hours
	Grade	Semester 4	S	CR	Notes & Milestones
		BUSN 2130 Expert Spreadsheet Analysis	FA	3	Prerequisite: CISM 2201
		BUSN 2140 Expert Word Processing	SP	3	Prerequisite: CISM 2201
		MGMT 1100 Principles of Management	ALL	3	
		Area IV: Choose One: ARTS 1101 Art Appreciation MUSC 1101 Music Appreciation THEA 1101 Theater Appreciation HUMN 1101 Introduction to Humanities ENGL 2110 World Literature ENGL 2130 American Literature ENGL 2310 English Literature RELG 1101 World Religions	ALL ALL FA, SP ALL ALL ALL FA, SP ALL	3	Program Admission Program Admission Program Admission ENGL 1101 with a grade of C or better ENGL 1101 with a grade of C or better ENGL 1101 with a grade of C or better ENGL 1101 with a grade of C or better ENGL 1101 with a grade of C or better
				12	Program Semester Hours
	Grade	Semester 5	S	CR	Notes & Milestones
		BUSN 1470 Professional Communication Skills	ALL	3	Prerequisite: CISM 2201
		BUSN 2150 Social Media and Electronic Communication	ALL	3	Prerequisite: CISM 2201
		BUSN 2290 Applied Business Technology	SP	3	Prerequisite: BUSN 1240, BUSN 1460, BUSN 2130, BUSN 2140
				9	Program Semester Hours
	Grade	Semester 6	S	CR	Notes & Milestones
		ACCT 1100 Financial Accounting I	ALL	4	
		BUSN XXXX Elective		3	Any BUSN course that totals 3 credit hours
		BUSN XXXX Elective		3	Any BUSN course that totals 3 credit hours
				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 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.

¹ <https://westgatech.smartcatalogiq.com/en/2023-2024/student-catalog/academic-programs/associate-degrees/>

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

Articulation Agreements: <https://www.westgatech.edu/admissions/registrars-office/articulation-agreements/>

Financial Aid by Program: <https://www.westgatech.edu/wp-content/uploads/2019/02/Available-Financial-Aid-by-Program.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.