



Business Technology Diploma (BA22)- 50 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 Business Technology program provides learning opportunities that 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 technology that encompasses office management and executive assistant qualification and technology innovations for the office. Also provided are opportunities to upgrade present knowledge and skills or to retrain in business technology.

Contact:

Michael Cook, Ed.D.
Program Coordinator
 770-412-4410
 michael.cook@sctech.edu

Website:

<https://sctech.smartcatalogiq.com/en/current/catalog/business-programs/ba22-business-technology-diploma>

Pre-Diploma Requirements					
Program Specific					
<ul style="list-style-type: none"> Min GPA 2.0 Henry Site and Griffin campus 					
<i>S = Semester; CR = Credit Hours; FA = Fall; SP = Spring; SU = Summer</i>					
✓	Grade	Semester 1	S	CR	Notes & Milestones
		ENGL 1010 Fundamentals of English I	ALL	3	Program Admission
		COMP 1000 Introduction to Computer Literacy	ALL	3	
		MATH 1011 Business Math -OR- MATH 1012 Foundations of Mathematics	ALL	3	Program Admission
		EMPL 1000 Interpersonal Relations & Professional Development -OR- PSYC 1010 Basic Psychology	ALL ALL	2 3	
				12	Program Semester Hours
✓	Grade	Semester 2	S	CR	Notes & Milestones
		BUSN 1240 Office Procedures	ALL	3	
		BUSN 1410 Spreadsheet Concepts and Applications	ALL	4	
		BUSN 1190 Digital Technologies in Business	ALL	2	
		BUSN 1440 Document Production	ALL	4	Online typing test required: Typing Test
				13	Program Semester Hours

✓	Grade	Semester 3	S	CR	Notes & Milestones
		BUSN 2190 Business Document Proofreading and Editing	ALL	3	
		BUSN 1430 Desktop Publishing and Presentation Applications	ALL	4	
		BUSN 1400 Word Processing Application	ALL	4	
		BUSN 2160 Electronic Mail Applications	ALL	2	
				13	Program Semester Hours
✓	Grade	Semester 4	S	CR	Notes and Milestones
		ACCT 1100 Financial Accounting I	ALL	4	Prerequisites: MATH AND COMP 1000 - Introduction to Computer Literacy with a grade of "C" or better;
		BUSN 2210 Applied Office Procedures	ALL	3	
		Guided Elective	ALL	3	List of Guided Occupational Electives
		Guided Elective	ALL	3	List of Guided Occupational Electives
				13	Program Semester Hours
Meet with your Academic Advisor to ensure you are viewing the latest and most accurate information.					

Employment Opportunities: <https://www.sctech.edu/career-services/>

Financial Aid by Program: <https://www.sctech.edu/sctc-programs-by-financial-aid-fund-type/>

Southern Crescent Technical College does not discriminate on the basis of race, color, creed or religion, military status, national or ethnic origin, sex, age, or disability. The following persons has been designated to manage inquiries regarding the non-discrimination policies: Eben Risper, Title IX Coordinator for the Griffin Campus, Henry County Center, and Fayette County Center, 501 Varsity Road, Griffin, GA 30223, eben.risper@sctech.edu, 770-228-7382; Teresa Brooks, ADA/Section 504 Coordinator for the Griffin Campus, Henry County Center and Fayette County Center, 501 Varsity Road, Griffin, GA 30223, teresa.brooks@sctech.edu, 770-228-7258; Mary Jackson, Title IX and ADA/Section 504 Coordinator for the Flint River Campus, Butts County Center and Jasper County Center, 1533 Highway 19 South, Thomaston, GA 30286, mary.jackson@sctech.edu, 706-646-6224.