Business Technology (BA22)
Diploma eMap

This eMap, along with regular meetings with your program advisor and using DegreeWorks, will help you remain on track to finish your program as quickly as possible and graduate from Georgia Northwestern Technical College. This eMap is intended to be used when beginning the program in Fall semester. Starting the program in Spring or Summer semesters may alter the suggested courses or course availability. This eMap is based on the 2024-2025 academic year.

GEORGIA NORTHWESTERN TECHNICAL COLLEGE

1st set of suggested courses

Course		Hours	Completed
ENGL 1005	Applied Technical Communication	3	☐
COMP 1000	Introduction to Computer Literacy	3	☐
BUSN 1440	Document Production	4	☐
MATH 1011 OR MATH 1012	Business Math OR Foundations of Mathematics	3	☐

2nd set of suggested courses

Course		Hours	Completed
BUSN 1240	Office Procedures	3	☐
BUSN 1400	Word Processing Applications	4	☐
XXXX xxxx	Occupation- Guided Elective (Recommended course: BUSN 1340 Customer Service Effectiveness)	3	☐
ACCT 1100	Financial Accounting I	4	☐

ACCT 1100 is the recommended course. Additional courses may be available to meet this requirement. See Course Catalog for more info.

3rd set of suggested courses

Course		Hours	Completed
BUSN 2160	Electronic Mail Applications	2	☐
BUSN 1190	Digital Technologies in Business	2	☐

4th set of suggested courses

Course		Hours	Completed
BUSN 2190	Proofreading and Editing	3	☐
XXXX xxxx	Occupational-Guided Electives (Recommended course: BUSN 1300 Introduction to Business	3	☐
BUSN 1430	Desktop Publishing and Presentation Application	4	☐
BUSN 1410	Spreadsheet Concepts and Applications	4	☐

5th set of suggested courses

Course		Hours	Completed
PSYC 1010	Basic Psychology	3	☐
BUSN 2210	Applied Office Procedures	3	☐

PSYC 1010 is the recommended course. Additional courses may be available to meet this requirement. See Course Catalog for more info.

Total Credit Hours: 50 Minimum Credit Hours Required for Graduation

Business Technology Diploma Planning Notes:
- Courses for this Diploma are offered at all six GNTC campuses and also available 100% online.
- For part-time and full-time students, COMP 1000 and BUSN 1440 need to be completed in the 1st set/ semester.
- Occupational-Guided Elective can be taken any semester.
- If courses are taken in the suggested order, student will earn the following Certificates –
  (1) Microsoft Word Application Professional Certificate at the end of the 2nd set
  (2) Microsoft Excel Application Professional Certificate at the end of the 4th set
  (3) Administrative Support Assistant Certificate at the end of the 4th set
  See Course Catalog and Certificate eMaps to confirm Certificate requirements.

Additional information for the Business Technology Diploma and program requirements can be found at GNTC 2024-2025 Catalog.

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Georgia Northwestern Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees.