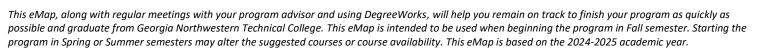
## Business Technology (BA22) Diploma eMap





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	

2 <sup>nd</sup> 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.

3 <sup>rd</sup> set of suggested courses			
Course		Hours	Completed
BUSN 2160	Electronic Mail Applications	2	
BUSN 1190	Digital Technologies in Business	2	

4 <sup>th</sup> 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	

5 <sup>th</sup> 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 2<sup>nd</sup> set
  - (2) Microsoft Excel Application Professional Certificate at the end of the 4<sup>th</sup> set
  - (3) Administrative Support Assistant Certificate at the end of the 4<sup>th</sup> 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 <u>GNTC 2024-2025 Catalog</u>.