

Business Technology (BT12)

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 2026-2027 academic year.



1 st set of suggested courses			
Course		Hours	Completed
COMP 1000	Introduction to Computer Literacy (Serves as a pre-requisite to required BUSN courses).	3	☐
ENGL 1005 OR ENGL 1010	Applied Technical Communication OR Fundamentals of English I	3	☐
PSYC 1010	Basic Psychology	3	☐
MATH 1012	Foundations of Mathematics	3	☐

COMP 1000 should be taken in the first semester. It is a pre-requisite to required BUSN courses.

2 nd set of suggested courses			
Course		Hours	Completed
BUSN 1450	Computer Applications for the Business Professional	4	☐
BUSN 1460	Keyboarding and Document Formatting	4	☐
XXXX xxxx	Occupation- Guided Elective	3	☐
BUSN 2190	Business Document Proofreading and Editing	3	☐

3 rd set of suggested courses			
Course		Hours	Completed
ACCT 1100	Financial Accounting I	4	☐
BUSN 1240	Office Procedures	3	☐
BUSN 1470	Professional Communication Skills	3	☐

4 th set of suggested courses			
Course		Hours	Completed
BUSN 2150	Social Media and Electronic Communication	3	☐
XXXX xxxx	Occupational-Guided Electives	3	☐

Total Credit Hours: 42 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 needs to be completed in the 1st set/ semester.
- Occupational-Guided Elective can be taken any semester.
- The program advisor for BT12 is Karen Whitfield (kwhitfield@gntc.edu)
- If courses are taken in the suggested order, student will earn the following Certificates – (1) 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 2026-2027 Catalog](#).