

# BUSINESS TECHNOLOGY

## DEGREE AND DIPLOMA

The Business Technology program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. Gain critical office and technology skills, along with communication and organizational knowledge in CTC's degree or diploma program.

We're here to help you succeed sooner!

To apply today, visit [www.columbus-tech.edu](http://www.columbus-tech.edu).

For a complete list of programs, click here:



**COLUMBUS TECH**

A UNIT OF THE TECHNICAL COLLEGE SYSTEM OF GEORGIA

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## PROGRAM OVERVIEW



The Business Technology 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.

Degree program length is sixty-four (64) credit hours.

Diploma program length is fifty (50) credit hours.



Columbus Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges.

# 37k

## EARNING POTENTIAL

\*MEDIAN SALARY IN GA  
SOURCE: U.S. BUREAU OF LABOR STATISTICS, GA



## POSSIBILITIES

Administrative Assistant/  
Support Specialist

Customer Service Associate

Project Manager

Retail Sales Management  
and Support

## FINANCIAL AID AVAILABLE