

# BUSINESS TECHNOLOGY

STC's Business Technology Program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. Students learn how to locate, secure and excel in a position in the modern business environment through training in industry-standard software, accounting fundamentals, electronic communications, internet research, and electronic file management. Additionally, the program provides opportunities to upgrade present knowledge and skills or retrain in the area of administrative technology.

To find out more about Business Technology, contact Southeastern Technical College at 912-538-3100 or 478-289-2200 and ask to speak to a Career Counselor.



#### Employment opportunities:

- Meadows Regional Medical Center
- Oxford
- Cardiology Associates
- East GA Regional Medical Center
- McLoon Accounting
- Jenkins Co. Chamber of Commerce
- Emanuel Co. Board of Education
- Jenkins Co. Correctional Center
- Advanced Metal Components
- Emanuel Medical Center

**Immediately upon graduation, recent STC graduates have made between \$7.25 and \$15 per hour.**

#### SWAINSBORO CAMPUS

346 Kite Road  
Swainsboro, GA 30401  
(478) 289-2200

#### VIDALIA CAMPUS

3001 E. First Street  
Vidalia, GA 30474  
(912) 538-3100



A Unit of the Technical College System of Georgia

[www.southeasterntech.edu](http://www.southeasterntech.edu)

Southeastern Technical College is an Equal Opportunity Institution

Blythe Wilcox, Title IX Coordinator (Faculty and Staff), Rm 138B, 912-538-3147

Helen Thomas, Section 504 Coordinator (Students), Rm 108, 912-538-3126

## ABOUT STC:

Southeastern Technical College, a unit of the Technical College System of Georgia, provides an innovative, educational environment for student learning through traditional and distance education delivery methods focused on building a well-educated, globally competitive workforce for southeastern Georgia. Southeastern Technical College is located in southeast Georgia. Serving Candler, Emanuel, Jenkins, Johnson, Montgomery, Tattnall, Toombs, and Treutlen Counties, the college is the primary public advanced educational institution for this eight county population. Our diverse staff is here to train students in more than 80 programs. We have campuses in Vidalia and Swainsboro.

Day, Evening and Online Classes Available

Low Cost Tuition

Financial Aid Options Available

Small Classroom Size with Hands on Experience

### OCCUPATIONAL COURSES

ACCT 1100	Financial Accounting I
BUSN 1190	Digital Technologies in Business
BUSN 1240	Office Procedures
BUSN 1400	Word Processing Applications
BUSN 1410	Spreadsheet Concepts and Applications
BUSN 1420	Database Applications
BUSN 1430	Desktop Publishing and Presentation Applications
BUSN 1440	Document Production
BUSN 2160	Electronic Mail Applications
BUSN 2190	Business Document Proofreading and Editing
BUSN 2210	Applied Office Procedures
MGMT 1100	Principles of Management
COMP 1000	Introduction to Computers

## BUSINESS TECHNOLOGY

### PROGRAM CURRICULUM

#### DEGREE GENERAL CORE COURSES

COLL 1040	College Foundations
ENGL 1101	Composition and Rhetoric
ENGL 2130	American Literature
MATH 1111	College Algebra

#### Choose

#### One:

PSYC 1101	Introductory Psychology
SOCI 1101	Introduction to Sociology
ECON 1101	Principles of Economics

#### Choose

#### One:

PSYC 1101	Introductory Psychology
SOCI 1101	Introduction to Sociology
ECON 1101	Principles of Economics
SPCH 1101	Public Speaking

#### DIPLOMA GENERAL CORE COURSES

COLL 1040	College Foundations
ENGL 1010	Fundamentals of English
EMPL 1000	Interpersonal Relations and Professional Development

#### Choose One:

MATH 1012	Foundations of Mathematics
MATH 1011	Business Math

### Business Technology Degree

Business Technology Diploma - Business  
Administrative Assistant

Administrative Support Assistant

Microsoft Excel Application Professional

Microsoft Office Applications Professional

Microsoft Word Application Professional