

[Julie Neighbors] Welcome to the Business Technology Program here at Chattahoochee Technical College. My name is Julie Neighbors. I am the lead instructor and faculty advisor for the program. We offer an exciting and challenging program here.

here. As a 100% online program, we prepare office professionals to work in a wide variety of careers. As part of the program, we utilize this Cengage online learning platform. I suggest that you purchase the 24 month access. This will allow you access to all of the textbooks needed for this program of study for one low cost, we also offer an orientation video for each individual course in this program that's provided to you in Blackboard. I encourage you to take the time to review the video and orient yourself before you begin the course. If you have any questions, you can always reach out to your instructor or me. And we are always happy to hear how you are doing in the program. We look forward to working with you and supporting your educational goals.