

Business Technology

Degree Program

BA23

[Click here to jump to Program Description, Admissions Requirements, and Financial Aid.](#)

Curriculum

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours

ENGL 1101 *Composition & Rhetoric* (3)

Area II – Social/Behavioral Sciences – Choose 3 Hours

ECON 1101 *Principles of Economics* (3)

ECON 2105 *Macroeconomics* (3)

ECON 2106 *Microeconomics* (3)

HIST 1111 *World History I* (3)

HIST 1112 *World History II* (3)

HIST 2111 *U.S. History I* (3)

HIST 2112 *U.S. History II* (3)

POLS 1101 *American Government* (3)

POLS 2401 *Global Issues* (3)

PSYC 1101 *Introductory Psychology* (3)

SOCI 1101 *Introduction to Sociology* (3)

Area III – Natural Sciences/Mathematics – Choose 3 Hours

MATH 1101 *Mathematical Modeling* (3)

MATH 1103 *Quantitative Skills/Reasoning* (3)

MATH 1111 *College Algebra* (3)

Area IV – Humanities/Fine Arts – Choose 3 Hours

ARTS 1101 *Art Appreciation* (3)

ENGL 2110 *World Literature* (3)

ENGL 2130 *American Literature* (3)

HUMN 1101 *Introduction to Humanities* (3)

MUSC 1101 *Music Appreciation* (3)

General Education Core Elective – Choose 3 Hours

Program-Specific Core – Total of 43 Hours

COMP 1000 *Introduction to Computers* (3)

BUSN 1400 *Word Processing* (4)

BUSN 1430 *Desktop Publishing/Presentation Apps* (4)

BUSN 1440 *Document Production* (4)

BUSN 1190 *Digital Technologies* (2)

BUSN 1240 *Office Procedures* (3)

BUSN 1410 *Spreadsheet Concepts & Apps* (4)

BUSN 1420 *Database Applications* (4)

BUSN 2160 *Electronic Mail Applications* (2)

BUSN 2210 *Applied Office Procedures* (3)

BUSN 2190 *Business Document Proofreading/Editing* (3)

MGMT 1100 *Principles of Management* (3)

ACCT 1100 *Financial Accounting I* (4) - OR -

BUSN 2200 *Office Accounting* (4)

Specific Occupational-Guided Electives – Choose 6 Hours

General Education Core Electives

ARTS 1101 *Art Appreciation* (3)

BIOL 1111(L) *Biology I + Lab* (4)

BIOL 2113(L) *Human A&P I + Lab* (4)

BIOL 2114(L) *Human A&P II + Lab* (4)

ECON 1101 *Principles of Economics* (3)

ECON 2105 *Macroeconomics* (3)

ECON 2106 *Microeconomics* (3)

ENGL 1102 *Literature & Comp.* (3)

ENGL 2110 *World Literature* (3)

ENGL 2130 *American Literature* (3)

HIST 1111 *World History I* (3)

HIST 1112 *World History II* (3)

HIST 2111 *US History I* (3)

HIST 2112 *US History II* (3)

HUMN 1101 *Intro to Humanities* (3)

MATH 1101 *Math Modeling* (3)

MATH 1103 *Quant. Skills/Reason* (3)

MATH 1111 *College Algebra* (3)

MATH 1112 *College Trig* (3)

MATH 1113 *Precalculus* (3)

MATH 1127 *Intro to Statistics* (3)

MATH 1131 *Calculus I* (4)

MUSC 1101 *Music Apprec.* (3)

PHYS 1110(L) *Conc. Phys + Lab* (4)

POLS 1101 *American Govt.* (3)

POLS 2401 *Global Issues* (3)

PSYC 1101 *Intro Psychology* (3)

PSYC 2103 *Human Develop.* (3)

SOCI 1101 *Intro to Sociology* (3)

SPAN 1101 *Intro to Spanish* (3)

SPCH 1101 *Public Speaking* (3)

Occupational-Related Electives

ACCT 1105 *Financial Accounting II* (4)

ACCT 1130 *Payroll Accounting* (3)

ACCT 2145 *Personal Finance* (3)

BUSN 1045 *Managing Customer Relationships* (2)

BUSN 1250 *Records Management* (3)

CIST 1510 *Web Development I* (3)

DMPT 1000 *Introduction to Design* (4)

MGMT 1120 *Introduction to Business* (3)

MGMT 1125 *Business Ethics* (3)

MGMT 2115 *Human Resources Management* (3)

MKTG 1130 *Business Regs/Compliance* (3)

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website:

<http://www.laniertech.edu/GE.aspx>

Total: 64 Hours

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Program Description

The Business Technology program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. 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, and presentation 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.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

5 Semesters

Campus Availability: Oakwood, Forsyth, Barrow, Online

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
(Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.

Contact a Financial Aid Counselor for eligibility requirements and application materials.

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