

Business Technology

Diploma Program

BA22

Updated: 7/06/2016
Effective Term: 201712

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Curriculum

Basic Skills – Total of 8 Hours

ENGL 1010 *Fundamentals of English I* (3)

EMPL 1000 *Interpersonal Relations* (2) - OR -
PSYC 1010 *Basic Psychology* (3)

MATH 1011 *Business Math* (3) - OR -
MATH 1012 *Foundations of Mathematics* (3)

Program-Specific Core – Total of 18 Hours

COMP 1000 *Introduction to Computers* (3)
BUSN 1400 *Word Processing* (4)
BUSN 1440 *Document Production* (4)
BUSN 2190 *Business Document Proofreading/Editing* (3)

ACCT 1100 *Financial Accounting I* (4) - OR -
BUSN 2200 *Office Accounting* (4)

Business Administrative Assistant Specialization – Total of 24 Hours

BUSN 1190 *Digital Technologies* (2)
BUSN 1240 *Office Procedures* (3)
BUSN 1410 *Spreadsheet Concepts & Apps* (4)
BUSN 1430 *Desktop Publishing/Presentation Apps* (4)
BUSN 2160 *Electronic Mail Applications* (2)
BUSN 2210 *Applied Office Procedures* (3)

Specific Occupational-Guided Electives – Choose 6 Hours

Occupational-Related Electives

ACCT 1105 *Financial Accounting II* (4)
ACCT 1130 *Payroll Accounting* (3)
ACCT 2145 *Personal Finance* (3)
ALHS 1011 *Structure/Function-Human Body* (5)
ALHS 1090 *Medical Terminology* (2)
BUSN 1045 *Managing Customer Relationships* (2)
BUSN 1250 *Records Management* (3)
BUSN 1420 *Database Applications* (4)
BUSN 2340 *Medical Admin Procedures* (4)
CIST 1510 *Web Development I* (3)
DMPT 1000 *Introduction to Design* (4)
MGMT 1100 *Principles of Management* (3)
MGMT 1120 *Introduction to Business* (3)
MGMT 1125 *Business Ethics* (3)
MGMT 2115 *Human Resources Management* (3)
MKTG 1130 *Business Regs/Compliance* (3)

Total: 50 Hours

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>

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Program Description

The Business Technology program is designed to prepare graduates for employment in a variety of positions in 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, 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 technology that encompasses office management and executive assistant qualification and technology innovations for the office. Also provided are opportunities to upgrade present knowledge and skills or to retrain in the area of business administrative technology.

Program Specific Information

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

Program Length & Availability

4 Semesters

Campus Availability: Oakwood, Forsyth, Jackson, Barrow, Dawson, 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.

[Click here to jump back to Curriculum](#)

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