Business Technology
Degree Program
BA23

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 Intro to Humanities (3)

General Education Core Elective – Choose 3 Hours
MATH 1103 Quantitative Skills/Reasoning (3)

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 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)

Specific Occupational-Guided Electives – Choose 6 Hours

Total: 64 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 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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