

Applied Business Technology Diploma (BUN2)

Applied Business Technology is a work-based, customized diploma program of study developed to serve business and industry employees throughout the service delivery area of the college. The program is designed to assist Georgia's companies in maintaining a trained workforce and to provide educational opportunities for currently employed workers who are interested in upward mobility and cross training. The courses included in the Certified Customer Service Specialist (CCSS) technical certificate of credit program or Certified Warehousing and Distribution Specialist (CWDS) technical certificate of credit program are a required component of the Applied Business Technology diploma program. Students may choose options in [banking](#), [business technology](#), [information technology](#) or [leadership](#).

Employment Opportunities:

Depending on specialization, graduates are prepared for entry-level positions in banking, leadership, customer service, management, accounting, business, or in the computer industry as network administrators, network technicians, PC technicians, technical support specialists, or computer salespersons.

Program Costs: (*Costs are estimates and are subject to change.*)

Approximately \$3,730 for tuition and fees.

Books and other specific program costs:

Banking Option-

Approximately \$1,450

Business Technology Option-

Approximately \$1,325

Information Technology Option-

Approximately \$ 1,925

Leadership Option-

Approximately \$1,525

Program Length:

The program usually takes seven (7) quarters to complete for a full-time student.

Entrance Dates:

Quarterly

Admissions Criteria:

- Submit a completed application and nonrefundable application fee;
- Must be at least 16 years of age;
- Submit official copies of your high school transcript verifying graduation or official GED passing scores to the Admissions Office;
- Submit official copies of any postsecondary transcripts to the Admissions Office;
- Take the HGTC placement exam or provide comparable SAT, ACT, or CPE scores in English, reading and math;
- Attend New Student Orientation

Curriculum Outline

Banking Option

General Core Courses

EMP 1000	Interpersonal Relations & Professional Development	3
ENG 1010	Fundamentals of English I	5
MAT 1012	Foundations of Mathematics	5

Occupational Courses

ACC 1101	Principles of Accounting I	6
ACC 1102	Principles of Accounting II	6
MKT 101	Principles of Management	5
MKT 161	Service Industry Business Environment	2
MKT 162	Customer Contact Skills	6
MKT 163	Computer Skills for Customer Service	3
MKT 164	Business Skills for Customer Service Environment	3
MKT 165	Personal Effectiveness In Customer Service	1
MSD 102	Employment Law	5
MSD 106	Performance Management	5
SCT 100	Introduction to Microcomputers	3
XXX xxx	Work-Based Courses*	20

*Students must take 20 credit hours of an approved internship.

Credits Required for Graduation: 78

Business Technology Option

General Core Courses

EMP 1000	Interpersonal Relations & Professional Development	3
ENG 1010	Fundamentals of English I	5
MAT 1012	Foundations of Mathematics	5

Occupational Courses

MKT 161	Service Industry Business Environment	2
MKT 162	Customer Contact Skills	6
MKT 163	Computer Skills for Customer Service	3
MKT 164	Business Skills for Customer Service Environment	3
MKT 165	Personal Effectiveness in Customer Service	1

OR

DMM 154	Working in the Warehousing Environment	(2)
DMM 156	Warehousing Workforce Skills	(2)
DMM 158	Warehousing and Distribution Processes	(4)
DMM 160	Warehousing Technology Skills	(3)
DMM 162	Representative Warehousing Skills	(4)
XXX xxx	Work-based courses*	20
*Students must take 20 credit hours of an approved internship.		
XXX xxx	Pre-approved planned sequence of Business Technology courses from Accounting or Business Administrative Technology from the list below:	30

Accounting (30 credit hours required)

ACC 1101	Principles of Accounting I	6
ACC 1102	Principles of Accounting II	6
ACC 1103	Principles of Accounting III	6
ACC 1104	Computerized Accounting	3
ACC 1106	Spreadsheet Fundamentals	3

ACC 2122	Introduction to Governmental and Nonprofit Accounting	5
ACC 2150	Cost Accounting	6
ACC 1151	Individual Tax Accounting	5
ACC 1152	Payroll Accounting	5
ACC 2154	Personal Finance	5
ACC 2158	Managerial Accounting	6
ACC 2160	Advanced Spreadsheet Applications	5

OR

BUS 2130	Advanced Spreadsheet Applications	(3)
BUS 1130	Document Processing	6
SCT 100	Introduction to Microcomputers	3

OR

Business Administrative Technology

Business Administrative Assistant Specialization (30 credit hours required)

BUS 1130	Document Processing	6
BUS 1150	Database Applications	3
BUS 1240	Office Procedures	5
BUS 1200	Machine Transcription	3
BUS 1140	Word Processing	5
BUS 2110	Advanced Word Processing	5
BUS 2120	Spreadsheet Applications	3
BUS 2200	Office Accounting	6
OR		
ACC 1101	Principles of Accounting I	(6)
SCT 100	Introduction to Microcomputers	3
BUS 2130	Advanced Spreadsheet Applications	3
BUS 1160	Desktop Publishing	3
BUS 2150	Presentation Applications	3
BUS 2210	Applied Office Procedures	5
BUS 1120	Business Document Proofreading and Editing	3
BUS 1170	Electronic Communication Applications	5

OR

**Medical Administrative Assistant
Specialization (30 credit hours required)**

BUS 1130	Document Processing	6
BUS 1140	Word Processing	5
BUS 2200	Office Accounting	6
OR		
ACC 1101	Principles of Accounting I	(6)
BUS 2300	Medical Terminology	3
BUS 2310	Anatomy and Terminology for the Medical Administrative Assistant	5
BUS 2320	Medical Document Processing/Transcription	5
BUS 2340	Medical Administrative Procedures	5
BUS 2370	Medical Office Billing/Coding/Insurance	5
SCT 100	Introduction to Microcomputers	3
MAS 112	Human Diseases	5
BUS 1120	Business Document Proofreading and Editing	3
BUS 2330	Advanced Medical Document Processing/Transcription	5

Credits Required for Graduation: 78

Information Technology Option

General Core Courses

EMP 1000	Interpersonal Relations & Professional Development	3
MAT 1012	Foundations of Mathematics	5
ENG 1010	Fundamentals of English I	5

Occupational Courses

MKT 161	Service Industry Business Environment	2
MKT 162	Customer Contact Skills	6
MKT 163	Computer Skills for Customer Service	3
MKT 164	Business Skills for Customer Service Environment	3
MKT 165	Personal Effectiveness	1

in Customer Service

OR		
DMM 154	Working in the Warehousing Environment	(2)
DMM 156	Warehousing Workforce Skills	(2)
DMM 158	Warehousing and Distribution Processes	(4)
DMM 160	Warehousing Technology Skills	(3)
DMM 162	Representative Warehousing Skills	(4)
AND		
XXX xxx	Work-based courses: Students must take 20 credit hours of an approved internship	20
XXX xxx	CIS approved electives from the Computer Repair or Networking Option listed below:	30

Computer Repair Option (30 credit hours required)

CIS 106	Computer Concepts	5
SCT 100	Introduction to Microcomputers	3
CIS 103	Operating Systems Concepts	6
CIS 122	Microcomputer Installation and Maintenance	7
CIS 1140	Networking Fundamentals	6
OR		
CIS 2321	Introduction to LAN & WAN	(6)
CIS 286	A+ Certification	7

**OR
Networking Option (30 credit hours required)**

CIS 106	Computer Concepts	5
CIS 1140	Networking Fundamentals	6
OR		
CIS 2321	Introduction to LAN & WAN	(6)
CIS 2149	Implementing Microsoft Windows Professional	6
CIS 2150	Implementing	6

	Microsoft Windows Server	
CIS 2322	Introduction to WANs and Routing	6
CIS 276	Advanced Routers and Switches	6
CIS 277	WAN Design	6

Credits Required for Graduation: 78

Leadership Option

General Core Courses

EMP 1000	Interpersonal Relations & Professional Development	3
ENG 1010	Fundamentals of English I	5
MAT 1012	Foundations of Mathematics	5

Occupational Courses

MKT 161	Service Industry Business Environment	2
MKT 162	Customer Contact Skills	6
MKT 163	Computer Skills for Customer Service	3
MKT 164	Business Skills for Customer Service Environment	3
MKT 165	Personal Effectiveness in Customer Service	1
OR		
DMM 154	Working in the Warehousing Environment	(2)
DMM 156	Warehousing Workforce Skills	(2)
DMM 158	Warehousing and Distribution Processes	(4)
DMM 160	Warehousing Technology Skills	(3)
DMM 162	Representative Warehousing Skills	(4)
AND		
MKT 101	Principles of Management	5
MSD 101	Organizational Behavior	5
MSD 102	Employment Law	5
MSD 104	Human Resource Management	5
MSD 106	Performance	5

MSD 107	Management Employee Training and Development	5
XXX xxx	Work-based courses: Students must take 20 credit hours of an approved internship	20

Credits Required for Graduation: 78