

BUSINESS ADMINISTRATIVE TECHNOLOGY

This program of study emphasizes the skills needed for employment in almost any office environment, such as manufacturing, financial, or medical.

- **Technical Certificate Option** - The Technical Certificate in Business Administrative Technology is a two semester program that contains technical and advanced technical courses.
- **Associate of Applied Science Degree Option** - The Associate of Applied Science degree, in Business Administrative Technology, is a four semester program that contains technical, advanced technical and **general education courses**.

Admission Criteria: Placement test and preadmission advising.

Technical Education Courses

Option 1: Business Administrative Technology: Accounting Pathway

Fall Semester			Spring Semester		
Course Title	Credits		Course Title	Credits	
BAT 160	Business Communications	3	BAT 114	Payroll Accounting	3
BAT 186	Business Law	3	BAT 124	Managerial Accounting	3
BAT 192	Financial Accounting 1	3	BAT 134	Micro Computer Accounting Applications	3
BUS 100	Introduction to Business	3	BAT 153	Spreadsheet Management	3
BUS 120	Personal Finance	3	BAT 173	Database Management	3
CSA 105	Intro to Computer Apps and Concepts	3	BAT 193	Financial Accounting 2	3
Semester Total		18	Semester Total		18
					Total Technical Certificate Credits
					36

Option 2: Business Administrative Technology: Management/Leadership Pathway

Fall Semester			Spring Semester		
Course Title	Credits		Course Title	Credits	
BAT 140	Management	3	BAT 144	Human Resource Management	3
BAT 160	Business Communications	3	BAT 153	Spreadsheet Management	3
BAT 184	Leadership	3	BAT 154	Small Business Management	3
BAT 186	Business Law	3	BAT 164	Principles of Supervision	3
BUS 100	Introduction to Business	3	BAT 173	Database Management	3
CSA 105	Intro to Computer Apps and Concepts	3	BAT 174	Office Management	3
Semester Total		18	Semester Total		18
					Total Technical Certificate Credits
					36

General Education Courses	Credits
COM 102 Interpersonal Communications or COM 105 Public Speaking	3
CSA 105 Introduction to Computer Applications and Concepts.....	3
ENG 100 Technical Writing or ENG 101 English Composition I.....	3
PSY 101 General Psychology or HUM 101 Ethics in the Workplace	3
MAT 101 Technical Math or MAT 150 College Algebra.....	3
TOTAL GENERAL EDUCATION CREDITS	15
TOTAL RELATED ELECTIVE CREDITS	9

TOTAL AAS PROGRAM CREDITS.....60

PROGRAM OUTCOMES

- Develop the technical, communication, critical thinking, and interpersonal/workplace skills necessary for employment.
- Develop knowledge and proficiency for computer software programs, Internet, e-mail, office procedures, accounting, keyboarding, and basic skills for employment.
- Develop human relations skills and professional behavior for the workplace including: appropriate business attire and business casual attire, attendance, punctuality, telephone etiquette, business protocol, and professionalism.
- Develop an understanding of the importance of work related skills such as: working independently, teamwork, following directions, time management, problem solving, and critical thinking.
- Create and organize work to be included in a professional portfolio.

GENERAL EDUCATION PROGRAM OUTCOMES

- Compose coherent written communication.
- Deliver coherent oral communication.
- Show proficiency in locating, analyzing, documenting, and ethically using information sources.
- Perform and interpret calculations.
- Develop logical problem solving skills and/or critical thinking skills.
- Identify appropriate strategies for gathering, analyzing, and displaying data to draw conclusions from scientific data.
- Collaborate effectively, which cultivates a respect for human diversity.

Demonstrate technology literacy appropriate to area of study.