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 pre-admission advising.

### Technical Education Courses

#### Option 1: Business Administrative Technology: Marketing Pathway

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title</td>
<td>Credits</td>
</tr>
<tr>
<td>BAT 112 Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>BAT 125 PowerPoint</td>
<td>1</td>
</tr>
<tr>
<td>BAT 130 Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BAT 135 Business Math</td>
<td>2</td>
</tr>
<tr>
<td>BAT 149 Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>BAT 160 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BAT 192 Business Accounting</td>
<td>3</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>18</strong></td>
</tr>
<tr>
<td><strong>Total Technical Certificate Credits</strong></td>
<td><strong>36</strong></td>
</tr>
</tbody>
</table>
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.