

## **BA22: Business Administrative Technology Diploma (replaces BAT2: Business Administrative Technology in the Quarter System)**

The Business Administrative Technology diploma program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The Business Administrative Technology program provides learning opportunities that 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.

**NOTE:** The Business Administrative Technology program uses a combination of lecture and lab classes. The office tasks help students apply theory to practical situations. Job samples give students responsibility for planning, coordinating, controlling and completing activities used in offices and businesses. Many BAT students have found that by selecting electives carefully, they were able to obtain several technical certificates. Students should speak with their academic advisors regarding possibilities in relation to their specific needs.

### **Career Opportunities**

*Graduates may find employment as business administrative assistants, medical administrative assistants, or in a related field.*

### **Credit Required for Graduation: Minimum of 50 credit hours**

#### **Curriculum**

	<b>Program Course</b>	<b>Credits</b>
<i>Basic Skills Courses</i>		
_____	EMPL 1000      Interpersonal Relations and Professional Development	2
_____	ENGL 1010      Fundamentals of English I	3
_____	MATH 1011      Business Math	3
_____	-or-	
_____	MATH 1012      Foundations of Mathematics	(3)
<i>Occupational Courses</i>		
_____	ACCT 1100      Financial Accounting I	4
_____	BUSN 1400      Word Processing Applications	4
_____	BUSN 1440      Document Production	4
	*Prerequisite is BUS 1100 or ability to key at least 30 words per minute. See Admissions Office for testing.	
_____	BUSN 2190      Business Document Proofreading and Editing	3
_____	COMP 1000      Introduction to Computers	3

*Specializations appear on next page.*

-and-

**Choose of the following specializations**

<i>Specific Occupational Courses (Business Administrative Assistant Specialization)</i>		
_____	BUSN 1190	Digital Technologies in Business 2
_____	BUSN 1240	Office Procedures 3
_____	BUSN 1410	Spreadsheet Concepts and Applications 4
_____	BUSN 1430	Desktop Publishing and Presentation Applications 4
_____	BUSN 2160	Electronic Mail Applications 2
_____	BUSN 2210	Applied Office Procedures 3
<i>Occupational Electives (7 credits from the list below)</i>		
_____	BUSN 1100	Introduction to Keyboarding 3
_____	BUSN 1210	Electronic Calculators 2
_____	BUSN 1250	Records Management 3
_____	BUSN 1300	Introduction to Business 3
_____	BUSN 1420	Database Applications 4
_____	BUSN 2180	Speed and Accuracy Keying 1
*Prerequisite is BUS 1100 or ability to key at least 30 words per minute. See Admissions Office for testing.		
<i>Specific Occupational Courses (Medical Administrative Assistant Specialization)</i>		
_____	ALHS 1011	Anatomy and Physiology 5
_____	ALHS 1090	Medical Terminology for Allied Health Sciences 2
_____	BUSN 2340	Medical Administrative Procedures 4
_____	BUSN 2370	Medical Office Billing/Coding/Insurance 3
_____	MAST 1120	Human Pathological Conditions in the Medical Office 3
<i>Occupational Electives (9 credits from the list below)</i>		
_____	BUSN 1100	Introduction to Keyboarding 3
_____	BUSN 1210	Electronic Calculators 2
_____	BUSN 1250	Records Management 3
_____	BUSN 2180	Speed and Accuracy Keying 1
*Prerequisite is BUS 1100 or ability to key at least 30 words per minute. See Admissions Office for testing.		
_____	BUSN 2320	Medical Document Processing/Transcription 4
_____	BUSN 2330	Advanced Medical Document Processing/Transcription 4
_____	BUSN 2350	Computerized Medical Office Skills 2