

# BUSINESS ADMINISTRATION TECHNOLOGY

## Program Purpose

The purpose of the Business Administration Technology program is to provide accessible, quality educational opportunities that will provide individuals with the knowledge, technical skills, and attitudes necessary to obtain entry-level employment in the general, medical, and computer information systems professions.

This associate degree program is intended to produce graduates who are prepared for employment as secretaries, data entry clerks, word processors, receptionists, general clerical clerks, office managers, medical administrative assistants, and information technology assistants. Program graduates are to be competent in the academic areas of communications, mathematics, computer literacy, human relations, and in the technical areas of word processing, information management, records management, data entry, keyboarding, document production, office management, and accounting.

Reid State Technical College will accomplish program objectives by providing students with a comprehensive general education and technical training in the core area of business administration. The college will ensure program quality by acquisition of certification of graduate competencies through Office Proficiency Assessment Certification (OPAC) or another certification method.

## Occupational Data

Graduates of the Business Administration Technology program work in the office setting where they use their skills which are grouped under the classification of business administrator personnel. According to Economic Modeling, the national median wage for business administrator personnel was \$22.58/hr. in 2018.

## Admission Requirements

Applicants to this program must complete the application procedures. Additionally, applicants must present official documentation of a high school diploma, or GED in accordance with Alabama Community College System Board of Trustees' policy.

## Office Proficiency Assessment and Certification Requirements

Students are required to obtain certification in at least one area of business prior to graduation through The Office Proficiency Assessment and Certification (OPAC) System or another certification method. Proof of certification is required, and a fee may be assessed to obtain a certificate of certification.

Requirements for success in the Program:

1. Knowledge of English, spelling, filing and records control, accounting, business mathematics, office procedures, and business correspondence
2. Skills in: keyboarding, calculators, comprehensive software application programs, office procedures, proofreading, and word processing
3. Desirable personal traits: ability to get along with others, helpful attitude, genuine friendliness, pleasant voice, honesty, reliability, neatness, self-control, efficiency, and punctuality

## BUSINESS ADMINISTRATION TECHNOLOGY-ASSOCIATE OF APPLIED TECHNOLOGY (AAT)

**MINIMUM CREDITS REQUIRED:** 67 Semester Credit hours

Length of Program: 4 - 5 Semesters of full-time attendance (12 – 15 hours per semester)

GENERAL EDUCATION CORE: 19 Semester Credit Hours		Theory	Lab	Contact	Credit
ENG101	English Composition I	3	0	3	3
PHL206	Ethics in Society	3	0	3	3
ORT100	Orientation	1	0	1	1
SPH106	Speech or SPH 106	3	0	3	3
CIS149	Introduction to Computers or OAD 110	3	0	3	3
MTH116	Mathematical Applications	3	0	3	3
PSY200	General Psychology or PSY 210	3	0	3	3
<b>TECHNICAL CONCENTRATION: 48 Semester Credit Hours</b>					

BUS100	Introduction to Business	3	0	3	3
BUS105	Customer Service or OAD 218	3	0	3	3
BUS151	Modern Business Mathematics with Excel or OAD 243	3	0	3	3
BUS190	Introduction to Business Grant Writing	3	0	3	3
BUS210	Introduction to Accounting or OAD 135/136	3	0	3	3
BUS215	Business Communication or OAD 218	3	0	3	3
BUS245	Accounting with QuickBooks or OAD 137	3	0	3	3
BUS263	Legal and Social Environment or OAD 127	3	0	3	3
BUS275	Principles of Management	3	0	3	3
BUS279	Small Business Management	3	0	3	3
BUS285	Principles of Marketing	3	0	3	3
BUS296	Business Internship	3	0	3	3
OAD138	Records and Information Management	3	0	3	3
OAD218	Office Procedures	3	0	3	3
OAD232	The Computerized Office	3	0	3	3
OAD240	Certified Admin Assistant Review (OPAC)	3	0	3	3

**BUSINESS ADMINISTRATION TECHNOLOGY-AAT  
(with Medical Administrative Assistant concentration)**

**MINIMUM CREDITS REQUIRED:** 67 Semester Credit hours

Length of Program: 4 - 5 Semesters of full-time attendance (12 – 15 hours per semester)

<b>GENERAL EDUCATION CORE: 19 Semester Credit Hours</b>		Theory	Lab	Contact	Credit
ENG101	English Composition I	3	0	3	3
PHL206	Ethics in Society	3	0	3	3
ORT100	Orientation	1	0	1	1
SPH106	Speech or SPH 107	3	0	3	3
CIS149	Introduction to Computers or OAD 110	3	0	3	3
MTH116	Mathematical Applications	3	0	3	3
PSY200	General Psychology or PSY 210	3	0	3	3
<b>TECHNICAL CONCENTRATION: 48 Semester Credit Hours</b>					
BUS100	Introduction to Business	3	0	3	3
BUS105	Customer Service OR OAD 218	3	0	3	3
BUS151	Modern Business Mathematics with Excel or OAD 243	3	0	3	3
OAD211	Medical Terminology	3	0	3	3
BUS210	Introduction to Accounting or OAD 135/136	3	0	3	3
BUS215	Business Communication or OAD 218	3	0	3	3
BUS245	Accounting with QuickBooks or OAD 137	3	0	3	3
BUS263	Legal and Social Environment or OAD 127	3	0	3	3
BUS275	Principles of Management	3	0	3	3
BUS279	Small Business Management	3	0	3	3
BUS285	Principles of Marketing	3	0	3	3
BUS296	Business Internship	3	0	3	3
OAD215	Health Information Management	3	0	3	3
OAD214	Medical Office Procedures	3	0	3	3
OAD232	The Computerized Office	3	0	3	3
OAD240	Certified Admin Assistant Review (OPAC)	3	0	3	3

**BUSINESS ADMINISTRATION TECHNOLOGY-AAT  
(with Computer Information Systems concentration)**

**MINIMUM CREDITS REQUIRED:** 67 Semester Credit hours

Length of Program: 4 - 5 Semesters of full-time attendance (12 – 15 hours per semester)

<b>GENERAL EDUCATION CORE: 19 Semester Credit Hours</b>		<b>Theory</b>	<b>Lab</b>	<b>Contact</b>	<b>Credit</b>
ENG101	English Composition I	3	0	3	3
PHL206	Ethics in Society	3	0	3	3
ORT100	Orientation	1	0	1	1
SPH106	Speech or SPH 107	3	0	3	3
CIS149	Introduction to Computers or OAD 110	3	0	3	3
MTH116	Mathematical Applications	3	0	3	3
PSY200	General Psychology or PSY 210	3	0	3	3
<b>TECHNICAL CONCENTRATION: 48 Semester Credit Hours</b>					
BUS100	Introduction to Business	3	0	3	3
BUS105	Customer Service OR OAD 218	3	0	3	3
BUS151	Modern Business Mathematics with Excel or OAD 243	3	0	3	3
CIS134	IT Fundamentals	2	1	4	3
BUS210	Introduction to Accounting OR OAD 135/136	3	0	3	3
BUS215	Business Communication or OAD 218	3	0	3	3
BUS245	Accounting with QuickBooks or OAD 137	3	0	3	3
BUS263	Legal and Social Environment or OAD 127	3	0	3	3
BUS275	Principles of Management	3	0	3	3
BUS279	Small Business Management	3	0	3	3
BUS285	Principles of Marketing	3	0	3	3
BUS296	Business Internship	3	0	3	3
OAD138	Records and Information Management	3	0	3	3
CIS146	Microcomputer Applications	3	0	3	3
CIS147	Advanced Micro Applications	3	0	3	3
OAD240	Certified Admin Assistant Review (OPAC)	3	0	3	3