

BUSINESS ADMINISTRATIVE TECHNOLOGY

Program Code: T.OCA.AAS

Associate in Applied Science (A.A.S.)

Minimum graduation requirement — 62 semester hours

The Business Administrative Technology Program prepares students for administrative and technical support positions. Skills addressed include software applications, workplace ethics, mathematics, bookkeeping, and communications. Work experience is required at the end of the program. This can transfer to EIU as a 2+2 program.

Program Note*

- CTC substitutions are accepted for CIS 131, CIS 134, CIS 135, CIS 138, and CIS 152.
- General education electives are chosen from the following categories: communications, social and behavioral sciences, humanities/fine arts, mathematics, and physical/life sciences. For more information, see General Education requirements on p. 65.

Suggested Full-time Sequences

ADMINISTRATIVE ASSISTANT TRACK

Program Code: T.OCA.AAS.ADM

FALL 1st Semester	SPRING 2nd Semester	FALL 3rd Semester	SPRING 4th Semester
CIS 135	CIS 131	CIS 171	CIS 298
CIS 157	CIS 134	CIS 270	B.A.T. elec
CIS 170	CIS 138	CIS 297	Gen Ed elec
ENG 101	CIS 235	MAT 110	
	ACC 117	B.A.T. elec	
	COM 120	Gen Ed elec	

CUSTOMER SERVICE TRACK

Program Code: T.OCA.AAS.CSV

FALL 1st Semester	SPRING 2nd Semester	FALL 3rd Semester	SPRING 4th Semester
CIS 135	CIS 131	BUS 106	CIS 298
CIS 157	CIS 134	CIS 171	B.A.T. elec
CIS 170	CIS 138	CIS 270	MGT 117
ENG 101	CIS 235	CIS 297	Gen Ed elec
	ACC 117	MAT 110	
	COM 120	MGT 113	

BOOKKEEPING TRACK

Program Code: T.OCA.AAS.BKK

FALL 1st Semester	SPRING 2nd Semester	FALL 3rd Semester	SPRING 4th Semester
CIS 135	CIS 131	CIS 171	CIS 298
CIS 157	CIS 134	CIS 270	ACC 275
CIS 170	CIS 138	CIS 297	B.A.T. elec
ENG 101	CIS 235	MAT 110	Gen Ed elec
	ACC 117	ACC 219	
	COM 120	Gen Ed elec	

PC SUPPORT TRACK

Program Code: T.OCA.AAS.PCS

FALL 1st Semester	SPRING 2nd Semester	FALL 3rd Semester	SPRING 4th Semester
CIS 135	CIS 131	CIS 297	CIS 270
CIS 137	CIS 134	CSC 151	CIS 298
CIS 157	CIS 138	MAT 110	CTC 136
CIS 170	CIS 235	MGT 117	ACC 117
ENG 101	CSC 130	Gen Ed elec	Gen Ed elec
	CSC 133	B.A.T. elec	B.A.T. elec
	COM 120		

Required Core Courses (30 hours) Cr. Hrs.

ACC 117	Accounting and Bookkeeping.....	3
CIS 131*	Presentation Graphics (MS PowerPoint)	2
CIS 134*	Spreadsheet Applications (MS Excel).....	3
CIS 135*	Word Processing I (MS Word).....	4
CIS 138*	Database Applications (MS Access).....	3
CIS 157	Keyboarding II.....	3
CIS 170	Professional Workplace Topics	3
CIS 235	Word Processing II (MS Word)	2
CIS 270	Integrated Software Applications.....	3
CIS 297	Job Seminar.....	1
CIS 298	Work Experience	3

Required General Education Core Courses (15 hours)

COM 120	Interpersonal Communication.....	3
ENG 101	Composition I.....	3
MAT 110	Business Mathematics	3
General education electives.....		6

Complete one of the following tracks (17 hours)**ADMINISTRATIVE ASSISTANT TRACK***Program Code: T.OCA.AAS.ADM*

CIS 171	Document Preparation and Editing	3
B.A.T. electives.....		11

CUSTOMER SERVICE TRACK*Program Code: T.OCA.AAS.CSV*

CIS 171	Document Preparation and Editing	3
BUS 106	Business and Organizational Ethics	3
MGT 113	Human Relations in the Workplace.....	3
MGT 117	Customer Service Management	3
B.A.T. electives.....		2

BOOKKEEPING TRACK*Program Code: T.OCA.AAS.BKK*

CIS 171	Document Preparation and Editing	3
ACC 219	Computerized Integrated Accounting	3
ACC 275	Payroll Tax Accounting.....	3
B.A.T. electives.....		5

PC SUPPORT TRACK*Program Code: T.OCA.AAS.PCS*

CIS 137	Operating System Concepts and Basic PC Maintenance.....	3
CSC 130	Introduction to Computer Networks.....	3
CSC 133	PC Hardware and OS Maintenance.....	4
CSC 151	Windows Workstation	3
MGT 117	Customer Service Management	3
B.A.T. electives.....		7

Business Administration Technology (B.A.T.)**Electives**

ACC 219	Computerized Integrated Accounting.....	3
ACC 275	Payroll Tax Accounting.....	3
BUS 106	Business and Organizational Ethics	3
BUS 204	Legal Environment of Business	3
CIS 137	Operating System Concepts and Basic PC Maintenance.....	3
CIS 152*	Web Design and Development I	3
CTC 119	Outlook.....	1
CTC 157	Google Applications	1
CTC 190	Publisher.....	1
CTC 193	Windows	1
HCS 154	Medical Terminology.....	3
MGT 113	Human Relations in the Workplace.....	3
MGT 117	Customer Service Management	3

*Total Semester Credit Hours 62***Required General Education Courses for Students Transferring to EIU**

COM 103	Introduction to Public Speaking	3	(Replaces COM 120)
ENG 102	Composition II	3	(Replaces CIS 298)
MAT 107	General Education Mathematics		
or MAT 108	Introduction to Applied Statistics	3	(Replaces MAT 110)

BUSINESS ADMINISTRATIVE TECHNOLOGY CERTIFICATES

APPLICATION SPECIALIST

Program Code: T.MSO.CER

Certificate

Minimum graduation requirement — 14 semester hours (with an A or B) and a passing score on at least three MOS certification exams.

This certificate highlights the accomplishment of obtaining top skills needed for employment using Microsoft Word, Excel, Access, PowerPoint, and Outlook. Completion of this certificate can be applied to the A.A.S. in Business Administrative Technology.

Program Notes*

- In addition to traditional on-campus classroom and online, these classes are offered in an open-entry/open-exit format through the Computer Technology Center (CTC). Students may enroll at any time during the semester and complete the coursework at their own pace. Some restrictions apply.
- CTC substitutions are accepted for CIS 131, CIS 134, CIS 135, and CIS 138.
- CTC 119, Microsoft Outlook, is not required for this certificate, but is available through the Computer Technology Center.
- MOS certification exams are available for Word, Excel, Access, PowerPoint, and Outlook.
- For more information, contact Tammy Kesler at 217/351-2506 or tkesler@parkland.edu.

Suggested Sequence

FALL	SPRING
1st Semester	2nd Semester
CIS 131	CIS 134
CIS 135	CIS 138
	CIS 235

Required Program Courses (14 hours) Cr. Hrs.

CIS 131*	Presentation Graphics (MS PowerPoint)	2
CIS 134*	Spreadsheet Applications (MS Excel).	3
CIS 135*	Word Processing (MS Word)	4
CIS 138*	Database Applications (MS Access)	3
CIS 235	Word Processing II (MS Word)	2

Total Semester Credit Hours 14

BOOKKEEPING OFFICE ASSISTANT

Program Code: T.BKP.CER

Certificate

Minimum graduation requirement — 15 semester hours

The Bookkeeping Office Assistant certificate gives students general knowledge of office and bookkeeping skills. Graduates may be employed by businesses as an office assistant. Completion of this certificate can be applied to the A.A.S. in Business Administrative Technology.

Program Note*

CTC substitutions are accepted for CIS 134.

Suggested Sequence

FALL	SPRING
1st Semester	2nd Semester
ACC 117	ACC 219
CIS 134	MAT 110
CIS 170	

Required Courses (15 hours)

ACC 117	Accounting and Bookkeeping.	3
ACC 219	Computerized Integrated Accounting.	3
CIS 134*	Spreadsheet Applications (MS Excel).	3
CIS 170	Professional Workplace Topics	3
MAT 110	Business Mathematics	3

Total Semester Credit Hours 15

CUSTOMER SERVICE

Program Code: B.SER.CER

Certificate

Minimum graduation requirement — 15 semester hours

The Customer Service certificate is designed to equip students to provide quality service to customers. Successful graduates will be able to identify a comprehensive customer service strategy and implement the practical techniques needed to provide good service. Completion of this certificate can be applied to the A.A.S. in Business Administrative Technology.

Suggested Sequence

FALL	SPRING
1st Semester	2nd Semester
MGT 113	BUS 106
CIS 170	MGT 117
COM 120	

Required Courses (15 hours)

BUS 106	Business and Organizational Ethics	3
CIS 170	Office Professional Topics.	3
COM 120	Interpersonal Communication.	3
MGT 113	Human Relations in the Workplace.	3
MGT 117	Customer Service Management	3

Total Semester Credit Hours 15

OFFICE ASSISTANT

Program Code: T.IPR.CER

Certificate

Minimum graduation requirement — 16 semester hours

The Office Assistant certificate builds foundational office skills in one semester. Completion of this certificate can be applied to the A.A.S. in Business Administrative Technology.

Program Note*

CTC substitutions are accepted for CIS 131, CIS 134, and CIS 135.

Suggested Sequence

CIS 131
CIS 134
CIS 135
CIS 157
CIS 170
CTC 119

Required Program Courses (16 hours) Cr. Hrs.

CIS 131*	Presentation Graphics (MS PowerPoint)	2
CIS 134*	Spreadsheet Applications (MS Excel).	3
CIS 135*	Word Processing (MS Word)	4
CIS 157	Keyboarding II.	3
CIS 170	Professional Workplace Topics	3
CTC 119	Microsoft Outlook.	1

Total Semester Credit Hours 16

OFFICE SPECIALIST

Program Code: T.OCP.CER

Certificate

Minimum graduation requirement — 30 semester hours

The Office Specialist certificate equips students with general skills for entry level office professional positions. Completion of this certificate can be applied to the A.A.S. in Business Administrative Technology.

Program Note*

CTC substitutions are accepted for CIS 131, CIS 134, CIS 135, and CIS 138.

Suggested Full-time Sequence

FALL	SPRING
1st Semester	2nd Semester
CIS 131	ACC 117
CIS 135	CIS 134
CIS 157	CIS 138
CIS 170	CIS 171
COM 120	B.A.T. elective (see p. 169)

Required Program Courses (30 hours) Cr. Hrs.

ACC 117	Accounting and Bookkeeping.	3
CIS 131*	Presentation Graphics (MS PowerPoint)	2
CIS 134*	Spreadsheet Applications (MS Excel).	3
CIS 135*	Word Processing (MS Word)	4
CIS 138	Database Applications (MS Access)	3
CIS 157	Keyboarding II.	3
CIS 170	Professional Workplace Topics	3
CIS 171	Document Preparation and Editing	3
COM 120	Interpersonal Communication.	3
B.A.T. elective	3

Total Semester Credit Hours 30