

# BUSINESS ADMINISTRATIVE TECHNOLOGY

## BUSINESS ADMINISTRATIVE TECHNOLOGY A.A.S.

### PC SUPPORT TRACK

Program Code: T.OCA.AAS.PCS

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

Graduation requirement — 60 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 Notes\*

- CTC combinations are accepted for CIS 131, CIS 134, CIS 135, and CIS 138.
  - CIS 131 = CTC 197 + CTC 198
  - CIS 134 = CTC 174 + CTC 175 + CTC 176
  - CIS 135 = CTC 171 + CTC 172 + CTC 173
  - CIS 138 = CTC 177 + CTC 178 + CTC 179
- 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. 63.

### Suggested Full-time Sequences

| FALL<br>1st Semester | SPRING<br>2nd Semester | FALL<br>3rd Semester | SPRING<br>4th Semester |
|----------------------|------------------------|----------------------|------------------------|
| CIS 131              | ACC 101                | CSC 117              | BUS 235                |
| CIS 134              | or ACC 117             | CSC 133              | CIS 298                |
| CIS 135              | CIS 138                | ENG 101              | CSC 118                |
| CIS 170              | COM 103                | MAT 110              | CTC 290                |
| CTC 119              | or COM 120             | B.A.T. elec          | Gen Ed elec            |
| CTC 135              | CSC 130                |                      |                        |
| CTC 157              | ENG 111                |                      |                        |
| CTC 193              |                        |                      |                        |

### Required Program Courses (29–30 hours) Cr. Hrs.

|            |                                       |     |
|------------|---------------------------------------|-----|
| ACC 101    | Financial Accounting                  |     |
| or ACC 117 | Accounting and Bookkeeping            | 3–4 |
| BUS 235    | Business Communications               | 3   |
| CIS 131    | Presentation Graphics (MS PowerPoint) | 2   |
| CIS 134    | Spreadsheet Applications (MS Excel)   | 3   |
| CIS 135    | Word Processing I (MS Word)           | 3   |
| CIS 138    | Database Applications (MS Access)     | 3   |
| CIS 170    | Professional Workplace Topics         | 3   |
| CIS 298    | Work Experience                       | 2   |
| CTC 119    | Microsoft Outlook                     | 1   |
| CTC 135    | Keyboarding Skill Building            | 2   |
| CTC 157    | Google Applications                   | 1   |
| CTC 193    | Windows                               | 1   |
| CTC 290    | Integrated Software                   | 2   |

### Required General Education Courses (15 hours)

|                              |                                 |   |
|------------------------------|---------------------------------|---|
| COM 103                      | Introduction to Public Speaking |   |
| or COM 120                   | Interpersonal Communication     | 3 |
| ENG 101                      | Composition I                   | 3 |
| ENG 111                      | Workplace Writing               | 3 |
| MAT 110                      | Business Mathematics            | 3 |
| or MAT elective              |                                 | 3 |
| General education electives* |                                 | 3 |

### PC SUPPORT TRACK

Program Code: T.OCA.AAS.PCS

|           |                                   |     |
|-----------|-----------------------------------|-----|
| CSC 117   | Google IT Support Professional    | 6   |
| CSC 118   | Introduction to Linux             | 3   |
| CSC 130   | Introduction to Computer Networks | 3   |
| CSC 133   | PC Hardware and OS Maintenance    | 4   |
| Electives |                                   | 0–1 |

### Electives

Select from the following program electives.

|         |                                    |   |
|---------|------------------------------------|---|
| ACC 219 | Computerized Integrated Accounting | 3 |
| ACC 274 | Principles of Income Taxation      | 4 |
| ACC 275 | Payroll Tax Accounting             | 3 |
| BUS 101 | Introduction to Business           | 3 |
| BUS 106 | Business and Organizational Ethics | 3 |
| BUS 117 | Introduction to Entrepreneurship   | 3 |
| BUS 131 | Personal Finance                   | 3 |
| BUS 204 | Legal Environment of Business      | 3 |
| CIS 152 | Web Design and Development I       | 3 |
| CSC 117 | Google IT Support Professional     | 6 |
| CSC 118 | Introduction to Linux              | 3 |
| CSC 130 | Introduction to Computer Networks  | 3 |
| CSC 133 | PC Hardware and OS Maintenance     | 4 |
| HCS 154 | Medical Terminology                | 3 |
| MGT 101 | Principles of Management           | 3 |
| MGT 112 | Human Resource Management          | 3 |
| MGT 113 | Human Relations in the Workplace   | 3 |
| MGT 117 | Customer Service Management        | 3 |

Total Semester Credit Hours

60

### Required General Education Courses for Students Transferring to EIU's Organizational Development Degree

|            |                                    |   |
|------------|------------------------------------|---|
| BIO 101    | General Biology                    | 4 |
|            | (Replaces CIS 298)                 |   |
| COM 103    | Introduction to Public Speaking    | 3 |
| ENG 102    | Composition II                     | 3 |
|            | (Replaces ENG 111)                 |   |
| MAT 107    | General Education Mathematics      |   |
| or MAT 108 | Introduction to Applied Statistics | 3 |