

BUSINESS ADMINISTRATIVE TECHNOLOGY

BUSINESS ADMINISTRATIVE TECHNOLOGY A.A.S.

Program Code: T.OCA.AAS

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 substitutions are accepted for CIS 131, CIS 134, CIS 135, and CIS 138.
- 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. 66.

Suggested Full-time Sequences

ADMINISTRATIVE ASSISTANT TRACK

Program Code: T.OCA.AAS.ADM

FALL	SPRING	FALL	SPRING
1st Semester	2nd Semester	3rd Semester	4th Semester
ACC 117	CIS 134	CIS 270	CIS 298
CIS 131	CIS 138	MAT 110	B.A.T. elec
CIS 135	COM 120	B.A.T. elec	Gen Ed elec
CIS 170	CTC 119	Gen Ed elec	
CTC 135	ENG 111		
CTC 193	ENG 115		

CUSTOMER SERVICE TRACK

Program Code: T.OCA.AAS.CSV

FALL	SPRING	FALL	SPRING
1st Semester	2nd Semester	3rd Semester	4th Semester
ACC 117	CIS 134	BUS 106	CIS 298
CIS 131	CIS 138	CIS 270	MGT 117
CIS 135	COM 120	MAT 110	B.A.T. elec
CIS 170	CTC 119	MGT 113	Gen Ed elec
CTC 135	ENG 111	Gen Ed elec	
CTC 193	ENG 115		

BOOKKEEPING TRACK

Program Code: T.OCA.AAS.BKK

FALL	SPRING	FALL	SPRING
1st Semester	2nd Semester	3rd Semester	4th Semester
ACC 117	CIS 134	ACC 219	ACC 275
CIS 131	CIS 138	ACC 274	CIS 298
CIS 135	COM 120	CIS 270	B.A.T. elec
CIS 170	CTC 119	MAT 110	Gen Ed elec
CTC 135	ENG 111	Gen Ed elec	
CTC 193	ENG 115		

PC SUPPORT TRACK

Program Code: T.OCA.AAS.PCS

FALL	SPRING	FALL	SPRING
1st Semester	2nd Semester	3rd Semester	4th Semester
ACC 117	CIS 134	CIS 270	CIS 298
CIS 131	CIS 138	CSC 133	COM 120
CIS 135	CSC 130	MAT 110	CSC 151
CIS 170	CTC 119	B.A.T. elec	MGT 117
CTC 135	ENG 111	Gen Ed elec	Gen Ed elec
CTC 193	ENG 115		

BUSINESS TRACK

Program Code: T.OCA.AAS.BUS

FALL	SPRING	FALL	SPRING
1st Semester	2nd Semester	3rd Semester	4th Semester
ACC 117	CIS 134	BUS 101	CIS 298
CIS 131	CIS 138	BUS 106	MGT 101
CIS 135	COM 120	CIS 270	B.A.T. elec
CIS 170	CTC 119	MAT 110	Gen Ed elec
CTC 135	ENG 111	MGT 113	
CTC 193	ENG 115		

BUSINESS ADMINISTRATIVE TECHNOLOGY (CONT'D)

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 I (MS Word)	4
CIS 138	Database Applications (MS Access).....	3
CIS 170	Professional Workplace Topics	3
CIS 270	Integrated Software Applications.....	3
CIS 298	Work Experience	3
CTC 119	Outlook.....	1
CTC 135	Keyboarding Skill Building	2
CTC 193	Windows	1
ENG 115	English Grammar and Punctuation.....	2

Required General Education Courses (15 hours)

COM 120	Interpersonal Communication.....	3
ENG 111	Workplace Writing.....	3
MAT 110	Business Mathematics	3
General education electives*		6

Complete one of the following tracks (15 hours)

ADMINISTRATIVE ASSISTANT TRACK

Program Code: T.OCA.AAS.ADM

Electives	15
-----------	-------	----

BOOKKEEPING TRACK

PROGRAM CODE: T.OCA.AAS.BKK

ACC 219	Computerized Integrated Accounting	3
ACC 274	Principles of Income Taxation	4
ACC 275	Payroll Tax Accounting.....	3
Electives	5

BUSINESS TRACK

PROGRAM CODE: T.OCA.AAS.BUS

BUS 101	Introduction to Business	3
BUS 106	Business and Organizational Ethics	3
MGT 113	Human Relations in the Workplace.....	3
MGT 101	Principles of Management.....	3
Electives	3

CUSTOMER SERVICE TRACK

Program Code: T.OCA.AAS.CSV

BUS 106	Business and Organizational Ethics	3
MGT 113	Human Relations in the Workplace.....	3
MGT 117	Customer Service Management	3
Electives	6

PC SUPPORT TRACK

Program Code: T.OCA.AAS.PCS

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
Elective	2

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 204	Legal Environment of Business	3
CIS 152	Web Design and Development I	3
CTC 157	Google Applications	1
CTC 190	Publisher.....	1
CTC 272	Advanced Microsoft Word Processing	1
HCS 154	Medical Terminology.....	3
MGT 101	Principles of 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

COM 103	Introduction to Public Speaking	3
(Replaces COM 120)		
ENG 101	Composition I.....	3
(Replaces ENG 111)		
MAT 107	General Education Mathematics	
or MAT 108	Introduction to Applied Statistics	3
(Replaces MAT 110)		