BUSINESS ADMINISTRATION TECHNOLOGY (AAS)

Program Purpose

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

This associate degree program is intended to produce graduates who are prepared for employment as office administrative assistants, clerical clerks, office managers, receptionists, medical administrative assistants, and information technology assistants. Program graduates are to be competent in the academic areas of communication, mathematics, computer literacy, and human relations, and in the technical areas of office management, information management, records management, and basic accounting.

Reid State Community 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 the acquisition of a 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 the U.S. Bureau of Labor Statistics Occupational Employment and Wage Statistics, the national median wage for business administrator personnel was $21.90/hr. in 2022.

Program Outcome Objectives

- Program graduates will be proficient in communication, computation, and interpersonal skills.
- Program graduates will be technically proficient.
- Program graduates will be able to obtain industry certification.
- Program graduates will be successfully employed in the field.
- Employers of program graduates will be satisfied with their education and training.

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 the 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:

- Knowledge and skills in English, spelling, business mathematics, composing and proofing business correspondence, records management, accounting, office procedures, comprehensive Microsoft Office software application, and/or other software applications.

- Desirable soft skills: the ability to have a good relationship with others, helpful and pleasant attitude, genuine friendliness, pleasant voice, honesty and integrity, reliability, neatness, self-control, efficiency, and punctuality.

Business Administration Technology, Associate in Applied Science (AAS)

MINIMUM CREDITS REQUIRED: 67-68 Semester Credit Hours
Length of Program: 5 - 6 Semesters of full-time attendance

GENERAL EDUCATION CORE: 19-20 Semester Credit Hours		Theory	Lab	Internship	Contact	Credit
ORT 100 ORI 101	Orientation OR Orientation to College	1	0		1	1
AREA I: WRITTEN COMPOSITION 3 hours						
ENG 101	English Composition I	3	0		3	3
AREA II: HUMANITIES AND FINE ARTS 6 hours						
ART 100 MUS 101 REL 151 REL 152 PHL 206	Art Appreciation OR Music Appreciation OR Survey of the Old Testament OR Survey of the New Testament OR Ethics and Society	3	0		3	3
SPH 106 SPH 107	Fundamentals of Oral Communications OR Fundamentals of Public Speaking	3	0		3	3
AREA III: NATURAL SCIENCE AND MATHEMATICS 6-7 hours						
*Students are required to complete one three-hour mathematics course and may either complete an additional mathematics course or one natural science course as listed below. *NOTE: MTH courses higher than MTH 100 may be substituted for the three-hour math requirement as well.*						
MTH 100 MTH 116	Intermediate College Algebra OR Mathematical Applications*	3	0		3	3
MTH* BIO 113 BIO 101 BIO 103 PHS 111	Any MTH course OR History of Biology OR Introduction to Biology I OR Principles of Biology OR Physical Science I	3 3 3 3 3	0 0 1 1 1		3 3 5 5 5	3 3 4 4 4
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES 3 hours						
Students are required to complete one three-hour history, social, or behavioral science listed below.						
PSY 200 PSY 210 HIS 101 HIS 102 HIS 121 HIS 122 HIS 201 HIS 202 SOC 200 ECO 231 ECO 232	General Psychology Human Growth and Development Western Civilization I Western Civilization II World History I World History II United States History I United States History II Introduction to Sociology Principles of Macroeconomics Principles of Microeconomics	3	0		3	3

TECHNICAL CONCENTRATION: 48 Semester Credit Hours							
BUS	100	Introduction to Business	3	0		3	3
BUS	105	Customer Services	3	0		3	3
BUS	151	Modern Business Mathematics with Excel	3	0		3	3
BUS	190	Introduction to Business Grant Writing	3	0		3	3
BUS	210	Introduction to Accounting	3	0		3	3
BUS	215	Business Communication	3	0		3	3
BUS	245	Accounting with QuickBooks	3	0		3	3
BUS	263	The Legal and Social Environment of Business	3	0		3	3
BUS	275	Principles of Management	3	0		3	3
BUS	279	Small Business Management	3	0		3	3
BUS	285	Principles of Marketing	3	0		3	3
BUS	296	Business Internship	3	0		3	3
OAD	138	Records Information Management	3	0		3	3
OAD	218	Office Procedures	3	0		3	3
OAD	232	The Computerized Office	3	0		3	3
OAD	240	CPS/CAP Review	3	0		3	3

STUDENTS may substitute the Technical Concentration credit hours for either of the options listed below:

Associate in Applied Science (AAS) (Medical Administrative Assistant concentration)

MINIMUM CREDITS REQUIRED: 67-68 Semester Credit Hours Length of Program: 5 - 6 Semesters of full-time attendance

TECHNICAL CONCENTRATION: 48 Semester Credit Hours							
BUS	100	Introduction to Business	3	0		3	3
BUS	105	Customer Services	3	0		3	3
BUS	151	Modern Business Mathematics with Excel	3	0		3	3
OAD	211	Medical Terminology	3	0		3	3
BUS	210	Introduction to Accounting	3	0		3	3
BUS	215	Business Communication	3	0		3	3
BUS	245	Accounting with QuickBooks	3	0		3	3
BUS	263	The Legal and Social Environment of Business	3	0		3	3
BUS	275	Principles of Management	3	0		3	3
BUS	279	Small Business Management	3	0		3	3
BUS	285	Principles of Marketing	3	0		3	3
BUS	296	Business Internship	3	0		3	3

TECHNICAL CONCENTRATION: 48 Semester Credit Hours							
OAD	214	Medical Office Procedures	3	0		3	3
OAD	215	Health Information Management	3	0		3	3
OAD	232	The Computerized Office	3	0		3	3
OAD	240	CPS/CAP Review	3	0		3	3

Associate in Applied Science (AAS) (Computer Information Science concentration)

MINIMUM CREDITS REQUIRED: 67-68 Semester Credit Hours Length of Program: 5 - 6 Semesters of full-time attendance

TECHNICAL CONCENTRATION: 48 Semester Credit Hours							
BUS	215	Business Communication	3	0		3	3
BUS	245	Accounting with QuickBooks	3	0		3	3
BUS	263	Legal and Social Environment of Business	3	0		3	3
BUS	275	Principles of Management	3	0		3	3
BUS	279	Small Business Management	3	0		3	3
BUS	285	Principles of Marketing	3	0		3	3
BUS	296	Business Internship	3	0		3	3
OAD	138	Records Information Management	3	0		3	3
CIS	146	Microcomputer Applications	3	0		3	3
CIS	147	Advanced Micro Applications	3	0		3	3
OAD	240	CPS/CAP Review	3	0		3	3