

# BUSINESS ADMINISTRATION TECHNOLOGY

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## **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 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 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.

## ***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:

1. 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.
2. Desirable soft skills: the ability to get along with others, helpful and pleasant attitude, genuine friendliness, pleasant voice, honesty and integrity, 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: 5 - 6 Semesters of full-time attendance

GENERAL EDUCATION CORE: 19 Semester Credit Hours			Theory	Lab	Internship	Contact	Credit
ORT	100	Orientation	1	0		1	1
CIS	149	Introduction to Computers	3	0		3	3
ENG	101	English Composition I	3	0		3	3
MTH	116	Mathematical Applications	3	0		3	3
PHL	206	Ethics and Society	3	0		3	3
PSY or PSY	200 210	General Psychology Human Growth and Development	3	0		3	3
SPH or SPH	106 107	Fundamentals of Oral Communications Fundamentals of Public Speaking	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	0	0	4	4	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

## BUSINESS ADMINISTRATION TECHNOLOGY

Associate of Applied Technology (AAT)  
(Medical Administrative Assistant concentration)

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

Length of Program: 5 - 6 Semesters of full-time attendance (12 – 15 hours per semester)

GENERAL EDUCATION CORE: 19 Semester Credit Hours			Theory	Lab	Internship	Contact	Credit
ORT	100	Orientation	1	0		1	1
ENG	100	English Composition I	3	0		3	3
PHL	206	Ethics and Society	3	0		3	3
SPH or SPH	106	Fundamentals of Oral Communications	3	0		3	3
	107	Fundamentals of Public Speaking					
CIS	149	Introduction to Computers	3	0		3	3
MTH	116	Mathematical Applications	3	0		3	3
PSY or PSY	200	General Psychology	3	0		3	3
	210	Human Growth and Development					
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	0	0	4	4	3
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

**BUSINESS ADMINISTRATION TECHNOLOGY**  
Associate of Applied Technology (AAT)  
(Computer Information Systems concentration)

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

Length of Program: 5 - 6 Semesters of full-time attendance (12 – 15 hours per semester)

GENERAL EDUCATION CORE: 19 Semester Credit Hours			Theory	Lab	Internship	Contact	Credit
ORT	100	Orientation	1	0		1	1
ENG	101	English Composition I	3	0		3	3
PHL	206	Ethics and Society	3	0		3	3
SPH or SPH	106	Fundamentals of Oral Communications					
	107	Fundamentals of Public Speaking	3	0		3	3
CIS	149	Introduction to Computers	3	0		3	3
MTH	116	Mathematical Applications	3	0		3	3
PSY or PSY	200	General Psychology					
	210	Human Growth and Development	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
CIS	134	IT Fundamentals	2	1		4	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	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	0	0	4	4	3
OAD	138	Records and 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