

Business Administrative Technology Diploma

The Business Administrative Technology diploma program prepares graduates for employment in today's technology-driven workplaces. The program provides learning opportunities which develop the academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Areas covered in this program are word processing, business office and electronic communication applications, filing and records management, office procedures and management, oral and written communication skills, and many other office-related topics. Graduates of the program receive a diploma in Business Administrative Technology.

Requirements

Area A: Essential Skills / 3 Hours

Select THREE Hours from the following:

ENGL 1101 English Composition I

TECH 1140 Communication Skills

ENGL 1101: Grade of C or better

Area B: Institutional Options / 1-3 Hours

Select ONE to THREE Hours from the following:

1000-level Foreign Language

COMM 1100 Human Communication

or

TECH 1140 Communication Skills

CRIT 1100 An Introduction to Critical Thinking

CSCI 1000 Computer Fundamentals

PRSP 1010 Perspectives on Human Expression

PRSP 1020 Perspectives on Global Issues

RSCH 1100 Research and Documentation Methods

STAB 2003 Study Abroad

Area C: Humanities/Fine Arts / 0 Hours**Area D: Science, Mathematics, and Technology /4 Hours**

TECH 1110 Business Mathematics

Area E: Social Science / 3 Hours

TECH 1150 Human Relations

Area F: Courses Related to the Program of Study / 35-36 Hours

C or better required in all Business Administrative Technology and Medical Administrative Technology Area F courses.

BUSN 2110 Filing and Records Management

BUSN 2130 Word Processing

BUSN 2140 Electronic Communication Applications

BUSN 1011 and BUSN 1012: ACCT 2101 and one three-hour elective from the business area may be taken instead of BUSN 1011 and 1012. See Business Administrative Technology Advisor for selection of appropriate elective.

Select ONE of the following two options:

1. Business Administrative Technology Option / 26 Hours

BUSA 1105	Introduction to Business
BUSN 1001	Keyboarding and Business Document Processing
BUSN 1011	Principles of Bookkeeping I
BUSN 1012	Principles of Bookkeeping II
BUSN 2120	Transcription
BUSN 2150	Business Office Applications
BUSN 2160	Office Procedures
COMS 1130	Spreadsheet Applications

2. Paralegal Option / 25 Hours

PLGS 1010	Introduction to Law and Ethics
PLGS 1030	Legal Writing
PLGS 1040	Family Law
PLGS 1050	Real Estate Law
PLGS 1090	Civil Litigation
PLGS 1100	Wills, Trusts, Probate, and Administration
PLGS 1160	Contracts and Commercial Law

Select FOUR Hours from the following:

BUSN 1001	Keyboarding and Business Document Processing
BUSN 1002	Legal Keyboarding

Additional Requirements / 4 hours

FYE 1102	Foundations for Success - Institutional Credit
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Select TWO Hours from the following:

PHED 1020	Safety and First Aid
WELL 1005	Physical Wellness
WELL 2000	Comprehensive Wellness

Total Credit Hours: 50-53

Note: All Bainbridge State College Diploma students must demonstrate computer competency in order to graduate.

Computer competency can be demonstrated in one of the following ways:

1. By passing the Computer Fundamentals standard course.
2. By taking and passing an institutionally developed First Year Experience course which included basic computer literacy competencies.
3. By taking and passing embedded basic computer literacy competencies in courses, such as English Comp (Word), History (Word), Psychology (Word, PowerPoint), Human Relations (Word/PowerPoint), and Math Courses (Excel).

4. Pass an institutionally developed Computer Literacy Tutorial.
5. Pass a challenge exam for Computer Fundamentals.

TECH 1110	Business Mathematics
TECH 1120	Technical Math