

Business Administrative Technology

Program Design Summary

Program Information

Organization	Washburn Institute of Technology
Program Number	52.0401
Instructional Area	Business Administration Technology
Original Developer(s)	Gretchen Cabrera
Last Revision Date	5/21/2010

Target Population

Grades 11, 12 and postsecondary

Description

This program prepares students for entry-level administrative office positions that enhance their ability for promotion to advanced positions. The program provides extensive training in computer software including Microsoft Office and QuickBooks. Skills are enhanced through application and simulations using the Gregg Reference Manual, transcription, 10-key entry, and desktop publishing.

Indirect Measures

1. Rating on competency profile
2. Optional: KeyTrain scores raised one level above entrance examination

External Requirements

1. 25 nwpm for full-time enrollment

Entry Requirements

1. Complete and pass the WorkKeys® entrance assessment at a Level 4 in Applied Math and Reading for Information
2. Ability to type a minimum of 25 net words per minute (NWPM) for full-time enrollment.

Evaluation Summary

GRADING SCALE

A = 92%-100% (Excellent)

B = 84%-91% (Above average; producing high quality work)

C = 76%-83% (Satisfactory, average work)

D = 68%-75% (Unsatisfactory--See Certificate Awards)

F = 67% or below (failing)

For ALL certificates, Business Administrative Technology, Legal Office Professional, and Medical Office

Specialist, a 2.0 GPA or better must be maintained in order to:

- (1) Remain enrolled at Washburn Institute of Technology for the next semester;
- (2) Graduate and receive a Washburn Tech certificate; and
- (3) Remain eligible for enrollment in an Associate Degree Program as agreed to in the Articulation Agreement with Washburn University and participating Kansas Community Colleges.

ADA STATEMENT

Disability Services:

The Special Support Services (SSS) Office is responsible for assisting in arranging accommodations and for identifying resources at Washburn Tech for persons with disabilities. Qualified students with disabilities MUST register and provide documentation with the office to be eligible for services. New requests for accommodations should be submitted two months or more prior to the date services should begin; however, contact the SSS Office as soon as a need may arise. Depending on the accommodation request, four to eight weeks lead time may be needed for timely and effective provision of services. SSS coordinates and assist in arranging services it deems appropriate for eligible students on a case-by-case basis.

If you are a student with a disability that may substantially limit your ability to participate in this class and believe you will need accommodations, it is your responsibility to contact:

Who: Special Support Services Coordinator
Location: Career Resource Center
Phone: 785-228-6356
E-Mail: SSSCoordinator@washburntech.edu

Student may voluntarily identify themselves to the instructor for a referral to the Special Support Services Coordinator.

ABSENCES, MAKE-UP, ADMIT SLIP

Attendance is vital for success. Therefore, absences should be minimal.

It is the STUDENT'S responsibility to catch up on work missed, and to follow proper procedures if an absence occurs.

Procedures after an absence:

1. Each course instructor will be recording class attendance including absences and tardies.
2. It is the STUDENT'S responsibility to find out what assignments were missed or refer to course assignment sheets. Most assignments cannot be made up for credit.
3. It is the STUDENT'S responsibility to keep track of one's own attendance. See the Attendance Policy in the Washburn Institute of Technology Student Handbook for additional information.
4. Student Services will be handling the "no charge absences" such as but not limited to hospitalization, jury duty, and funeral leave.
5. If a student misses a class or is behind on lab assignments, he/she may complete some of his/her work outside of class. However, quizzes and some assignments at the teacher's discretion cannot be made up if missed. In addition, much work must be completed on school computers due to availability of some software.

Program Outcomes

- A. Demonstrate appropriate keyboarding techniques while increasing accuracy and speed.
- B. Communicate effectively in both oral and written form.
- C. Demonstrate advance word processing functions.
- D. Demonstrate advanced spreadsheet management functions.
- E. Demonstrate intermediate database management functions.
- F. Demonstrate advanced desktop publishing functions.
- G. Apply knowledge of law as related to business.
- H. Demonstrate double-entry accounting by hand and through the use of computer software.
- I. Develop a professional portfolio and demonstrate human relation management skills.
- J. Demonstrate and apply word processing concepts to business documents.
- K. Transcribe a variety of documents from the transcription machine utilizing word processing software.
- L. Prepare error-free business documents demonstrating efficient time management skills.
- M. Use accumulated knowledge during on-the-job training.
- N. Demonstrate correct ergonomic techniques.

Core Abilities

- A. Communicate effectively.
- B. Integrate technology.
- C. Learn effectively - use academics effectively.
- D. Demonstrate cooperative/teamwork skills.
- E. Apply safety.
- F. Think critically and creatively.
- G. Demonstrate responsible work ethics.

External Standards

Course Configuration						
Semester	Course #	Course Title	Credits	Contact Hrs	Category	Req?
	BAT110	Keyboarding I	3	90	Core Course	Yes
	BAT125	Business Communications	6	90	Core Course	Yes
	BAT132	Word Processing	3	0	Core Course	Yes
	BAT140	Document Processing	4	0	Core Course	Yes
	BAT170	Spreadsheet Management	3	0	Core Course	Yes
	BAT160	Business Law	5	90	Core Course	Yes
	BAT210	Human Relations	4	0	Core Course	Yes
	BAT225	Business Accounting	4	90	Core Course	Yes
	BAT235	Database Management	4	0	Core Course	Yes
	BAT240	Transcription	4	90	Required	Yes
	BAT250	Applied Simulations	4	90	Required	Yes

	BAT260	Desktop Publishing	4	90	Required	Yes
	BAT270	LOP-MOS-OT OJT	3	135	Required	No

Program Course Detail

Course A -- Keyboarding I

Course Number	BAT110
Credits	3
Contact Hours	90
Total Hours	90
Category	Core Course
Required	Yes
Course Description	Development of skills through technique development, individualized error analysis, and individualized prescriptive drills to correct keyboard weaknesses.

Course B -- Business Communications

Course Number	BAT125
Credits	6
Contact Hours	90
Total Hours	90
Category	Core Course
Required	Yes
Course Description	This course includes the identification and use of the parts of speech, punctuation, capitalization, and numbers correctly in writing effective sentences and paragraphs. Basic spelling rules will be covered and implemented.

Course C -- Word Processing

Course Number	BAT132
Credits	3
Contact Hours	0
Total Hours	90
Category	Core Course
Required	Yes
Course Description	Students will use Microsoft Office Word software to create and edit basic to advanced documents, including tables and charts. This is an instructor guided lab course.

Course D -- Document Processing

Course Number	BAT140
Credits	4
Contact Hours	0
Total Hours	90
Category	Core Course
Required	Yes

Course Description This course continues the development of basic typing skills and emphasizes the formatting of various kinds of business correspondence, reports, tables, electronic forms, and desktop publishing projects from arranged, unarranged, and rough-draft sources.

Course E -- Spreadsheet Management

Course Number BAT170

Credits 3

Contact Hours 0

Total Hours 90

Category Core Course

Required Yes

Course Description This course is designed to familiarize the student with various basic and advanced spreadsheet functions. These include creating and maintaining spreadsheets, displaying information, adding and changing formulas, applying formatting, creating charts and tables, inserting graphics, and customizing the appearance and functions of spreadsheets.

Course F -- Business Law

Course Number BAT160

Credits 5

Contact Hours 90

Total Hours 90

Category Core Course

Required Yes

Course Description This course provides a basic knowledge of the law and regulations to anyone contemplating a successful career in business. Students will attain knowledge of the nature, concepts and function of the law and the changes technology has brought within the legal system and business law.

Course G -- Human Relations

Course Number BAT210

Credits 4

Contact Hours 0

Total Hours 90

Category Core Course

Required Yes

Course Description This course is designed for students to learn skills to compete in an increasingly competitive work environment. Skills stressed will be the production of documents and resources needed to obtain employment. Issues addressed will include appropriate communication, conflict resolution, teamwork, accountability, and business ethics.

Course H -- Business Accounting

Course Number	BAT225
Credits	4
Contact Hours	90
Total Hours	90
Category	Core Course
Required	Yes
Course Description	This course develops practical accounting skills and assists students attain an understanding of accounting concepts. Students build on their foundation of knowledge one topic at a time with repetition of key concepts to ensure an understanding of the financial accounting cycle through lecture and workbooks. Students also use a comprehensive, hands-on training manual for QuickBooks Pro to learn computer accounting entries through sample companies.

Course I -- Database Management

Course Number	BAT235
Credits	4
Contact Hours	0
Total Hours	90
Category	Core Course
Required	Yes
Course Description	This course covers basic database management skills including creating, maintaining, and editing records, files, and tables and creating queries, forms, and reports. In addition, skills such as modifying database objects, creating advanced types of tables, calculating fields, and importing and exporting data from other software are covered.

Course J -- Transcription

Course Number	BAT240
Credits	4
Contact Hours	90
Total Hours	90
Category	Required
Required	Yes
Course Description	This course gives you a chance to utilize your typing skills through dictation. Multi-tasking is important in this course. That is, being able to listen to dictation through earphones and typing correctly what is said. Proofreading skills are very important to practice during this course.

Course K -- Applied Simulations

Course Number	BAT250
Credits	4
Contact Hours	90

Total Hours	90
Category	Required
Required	Yes
Course Description	This course is a review of all the classes you have taken so far. It incorporates everything you have learned into the work and gives you an opportunity to do them independently. It prepares you for when you get into a real job situation to be able to take a task and have the knowledge to finish it from start to finish with little or no assistance.

Course L -- Desktop Publishing

Course Number	BAT260
Credits	4
Contact Hours	90
Total Hours	90
Category	Required
Required	Yes
Course Description	This is an Advanced Word class in which you will review the basics you learned in Word and then go on to learn how to do much more. Some examples include brochures, PowerPoint, and the usage of templates.

Course M -- LOP-MOS-OT OJT

Course Number	BAT270
Credits	3
Contact Hours	135
Total Hours	135
Category	Optional
Required	No
Course Description	OJT (On-the-Job Training) is an elective course for a student to work at a job site to apply skills and knowledge acquired in the program. A student is eligible for OJT only upon 100% completion of the program competencies, 90% attendance throughout the program, all school invoices paid, completion of the institution exit assessment, and agreement completed with an employer. If a student does not comply with the attendance and job performance expectations of the employer, the student will be required to return to the program. This is a pass/fail course.