



Business Administrative Technology

Seward County Community College ♦ Area Technical School

The mission of the Business Administrative Technology program is consistent with the mission of SCCC/ATS. The program provides students with quality learning opportunities and experiences for developing successful careers in our diverse, ever-changing global society. Students develop the skills required for immediate employment and for future promotion.

The Business Administrative Technology program students develop skills in keyboarding and document processing, business math calculations, records management, and specialized computer applications. Additionally, emphasis is placed on strengthening skills in language and communication, human relations, customer/client support, and professionalism; which are each fundamental in the advancement to managerial positions. The necessity of maintaining a maximum degree of efficiency and accuracy is stressed in all Business Administrative Technology courses.

Degree Options

Students may obtain an Associate of Applied Science in Business Administrative Technology degree. A Certificate of Completion is also available and may be earned in one year.

Program Outcomes

Your future employer will expect you, as an administrative professional, to be able to:

- Read, listen, speak, and write proficiently
- Apply mathematical skills related to business situations
- Demonstrate appropriate professional traits in an office environment
- Apply keyboarding and document processing skills to specific office applications
- Use appropriate tools and processes such as records management, accounting fundamentals, and software applications in word processing, spreadsheet, database, and presentations to manage information
- Apply organizational skills to the management of projects, daily schedules, multiple tasks, and unexpected interruptions

Advising

Your SCCC/ATS Business Administrative Technology department advisor will help you plan your course of study and outline the specific requirements for completion of a certificate or degree program. It is important that you contact the Admissions Office to make arrangements to tour the campus and to meet a Business Administrative Technology faculty member.

Facilities

At SCCC/ATS, you will have access to state-of-the-art computer labs, software, and the Internet. Students are encouraged both in class and out of class to make use of these computer labs.

Clubs/Organizations

Kappa Beta Delta is an honor society for qualified business students with a 3.25 minimum grade point average. The Society is designed to encourage and recognize scholarship and accomplishment among students of business, management and administration, and to promote personal and professional improvement. The program is nationally accredited through the Associate of Collegiate Business Schools and Programs. This attainment certifies that the teaching and learning processes within the institution meet the rigorous educational standards established by ACBSP.

Program Contact

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Degree Requirements

Type of Award: Associate of Applied Science Degree

	Credit Hours
General Education	18
Communications	6
English Composition I or Business English	3
Public Speaking or Interpersonal Communications	3
Introduction to Computer Concepts/Apps	3
Electives (from at least 2 different areas)	9
Humanities, Social Science, Behavioral Sciences, Math/Science	
Core Emphasis	33
Business/Technical Communications	3
Business Management	3
Electronic Calculator Applications	3
Introduction to Business	3
Intro to Accounting or Financial Accounting I	3
Intermediate Keyboarding	3
Records Management	3
Office Procedures	3
Word Processing Applications	3
Advanced Keyboarding	3
Human Relations	3
Electives	13
(May be from accounting, economics, business administrative technology, computer information systems, health information management, business marketing/management)	
Total Degree Requirements	64

Type of Award: Certificate of Completion

	Credit Hours
Certificate Requirements	37
Business English	3
Business/Technical Communications	3
Electronic Calculator Applications	3
Intro to Accounting or Financial Accounting 1	3
Intermediate Keyboarding	3
Records Management	3
Office Procedures	3
Word Processing Applications	3
MCA/Microsoft Outlook	1
Computer Based Spreadsheets	3
Microcomputer Business Presentations	3
Desktop Publishing 1	3
Microcomputer Database Management Systems	3
Total Certificate Requirements	37



Office of Admissions
620-417-1100 or 1-800-373-9951, ext. 1100
admit@sccc.edu

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Seward County Community College is committed to a policy of nondiscrimination involving equal access to education and employment to all, regardless of sex, race, age, religion, color, national origin, or disability. The administration further extends its commitment to fulfilling and implementing the federal and state laws and regulations as specified in Title IX and Section 504 of the Rehabilitation Act. For assistance in these areas, contact the Equal Opportunity Compliance Officer, Seward County Community College, 1801 N Kansas, PO Box 1137, Liberal, KS 67905-1137; Phone (620) 624-1951.