

Business Administrative Technology Associate of Applied Science (BA23)

DESCRIPTION

The Business Administrative Technology program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The Business Administrative Technology program provides learning opportunities, which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention and advancement. The program emphasizes the use of word processing, spreadsheet, presentation, and database applications software. Students are also introduced to accounting fundamentals, electronic communications, internet research, and electronic file management. The program includes instruction in effective communication skills and technology innovations for the office. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of administrative technology. Graduates of the program receive a Business Administrative Technology, Associate of Applied Science degree.

EMPLOYMENT OPPORTUNITIES

Graduates of the Business Administrative Technology Associate of Applied Science degree program are prepared for employment as administrative and executive secretaries within the business community, government agencies, and health and education fields. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

ADMISSIONS CRITERIA

1. Submit a completed application and application fee;
2. Be at least 16 years of age;
3. Submit official high school transcript or GED transcript;
4. Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
COMPASS	79	62	NA	37
SAT	450	NA	440	NA
ACT	17	16	19	NA

BUSINESS ADMINISTRATIVE TECHNOLOGY CURRICULUM

The curriculum for the Business Administrative Technology degree program is designed for the semester system. A student may enter the program any semester. Degree-seeking students must earn a minimum of 64 semester credit hours for completion. The program requires a minimum of 1260 contact hours and generally takes 5 semesters to complete.

Program Courses	Credits
General Education Core	15
Area I - Language Arts/Communication	3
ENGL 1101 - Composition and Rhetoric	
Area II - Social/Behavioral Sciences	3
PSYC 1101-Introduction to Psychology	
SOCI 1101-Introduction to Sociology	
ECON 1101-Principles of Economics	
ECON 2105-Macroeconomics	
Area III - Natural Sciences/Mathematics	3
MATH 1100 - Quantitative Skills and Reasoning	

MATH 1101 - Mathematical Modeling	
MATH 1111 - College Algebra	
Area IV - Humanities/Fine Arts	3
ENGL 2130-American Literature	
HUMN 1101-Humanities	
MUSC 1101-Music Appreciation	
Program-Specific Requirements	
General Core Elective	3
Occupational Courses	49
COMP 1000 - Introduction to Computers (OL)	3
BUSN 1400 - Word Processing Applications (OL)	4
BUSN 1430 - Desktop Publishing and Presentation Applications (OL)	4
BUSN 1440 - Document Production* (OL)	4
BUSN 1190 - Digital Technologies in Business* (OL)	2
BUSN 1240 - Office Procedures* (OL)	3
BUSN 1410 - Spreadsheet Concepts and Applications* (OL)	4
BUSN 1420 - Database Applications* (OL)	4
BUSN 2160 - Electronic Mail Applications* (OL)	2
BUSN 2210 - Applied Office Procedures* (OL)	3
BUSN 2190 - Business Document Proofreading and Editing* (OL)	3
MGMT 1100 - Principles of Management* (OL)	3
Select ONE of the following	4
ACCT 1100 - Financial Accounting I* (OL)	4
BUSN 2200 - Office Accounting*	4
Specific Occupational Guided Electives	6
BUSN 1100 - Introduction to Keyboarding	3
MGMT 1125 - Business Ethics	3
BUSN 1180 - Computer Graphics and Design (OL)	3
BUSN 1220 - Telephone Training (OL)	2
BUSN 1310 - Introduction to Business Culture (OL)	3
BUSN 1320 - Business Interaction Skills (OL)	3
BUSN 1340 - Customer Service Effectiveness (OL)	3
BUSN 2170 - Web Page Design (OL)	2
BUSN 2230 - Office Management (OL)	3
BUSN 2320 - Medical Document Processing/Transcription (OL)	4
BUSN 2370 - Medical Office Billing/Coding/Insurance (OL)	3
BUSN 2340 - Medical Administrative Procedures(OL)	4

(OL) designation indicates course may be available online during selected semesters. * "C" or higher grade is required for this course.

PROGRAM COSTS

Tuition/Fees: \$5,580

Books/Supplies: \$2,375

(Costs are estimates and are subject to change.)

TOP 10 REASONS

why OTC is the right choice for you!

1. Great-paying careers!
2. Strong **job placement!**
3. Affordable tuition with financial aid options you don't have to pay back!
4. Over 100 majors to choose from!
5. Flexible class scheduling: day, evening, and online classes!
6. Faculty with real-world experience
7. Hands-on learning
8. Small class sizes
9. An Associate's Degree, diploma, or certificate in less 2 years or less!
10. We **GUARANTEE** your education!

GET STARTED TODAY!

1. Select a program! Free career counseling is available.
2. Review the Admissions Checklist and **APPLY** online at www.ogeecheetech.edu!
3. Plan for expenses. You can view tuition and fees and available financial aid options online as well.

QUESTIONS:

Contact Admissions at 912.688.6994 or via email at enrollmentservices@ogeecheetech.edu!

Ogeechee Technical College does not discriminate on the basis of race, color, national origin, gender or disability. The following individuals have been designated to coordinate the College's implementation of nondiscrimination policies: Kelli Waters, Title IX Coordinator, Office 143D, JEK Building, 912.871.1885 and Penny Hendrix, ADA/Section 504 Coordinator, Office 171E, JEK Building, 912.486.7211.