

Business Administrative Technology Diploma (BA22)

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 that 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 instructions in effective communication skills and technology that encompasses office management and executive assistant qualification and technology innovations for the office. Also provided are opportunities to upgrade present knowledge and skills or to retrain in the area of business administrative technology. Graduates of the program receive a Business Administrative Technology Diploma with a specialization in one of the following: Business Administrative Assistant or Medical Administrative Assistant.

EMPLOYMENT OPPORTUNITIES

Business Administrative Assistants are prepared for clerical/secretarial positions within the business community, government agencies, health, and education fields. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers. Medical Administrative Assistants have skills that may be employed in a variety of health-related settings, including doctors' offices, public and private hospitals, teaching hospitals, medical transcription services, clinics, laboratories, radiology departments, medical libraries, and governmental medical facilities, and general offices.

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
COMPASS	70	32	26
SAT	430	NA	400
ACT	13	12	17

BUSINESS ADMINISTRATIVE TECHNOLOGY CURRICULUM

The curriculum for the Business Administrative Technology diploma program is designed for the semester system. A student may enter the program any semester. Diploma-seeking students must earn a minimum of 50 semester credit hours for completion. The program requires a minimum of 1815 contact hours and generally takes 4 semesters to complete.

Program Courses	Credits
Basic Skills Courses	8
ENGL 1010 - Fundamentals of English I	3
<i>Select one of the following two courses:</i>	2
EMPL 1000 - Interpersonal Relations and Professional Development	2
PSYC 1010 - Basic Psychology	3
<i>Select one of the following Math courses:</i>	3
MATH 1011 - Business Math	3
MATH 1012 - Foundations of Mathematics*	3

Occupational Courses	18
COMP 1000 - Introduction to Computers* (OL)	3
BUSN 1400 - Word Processing Applications* (OL)	4
BUSN 1440 - Document Production* (OL)	4
BUSN 2190 - Business Document Proofreading and Editing* (OL)	3
<i>Select One Accounting Course:</i>	4
BUSN 2200 - Office Accounting*	4
ACCT 1100 - Financial Accounting I* (OL)	4
<i>Select 1 of 2 Specializations</i>	
BUSINESS ADMINISTRATIVE ASSISTANT SPECIALIZATION	24
BUSN 1190 - Digital Technologies in Business* (OL)	2
BUSN 1240 - Office Procedures*(OL)	3
BUSN 1410 - Spreadsheet Concepts and Applications*(OL)	4
BUSN 1430 - Desktop Publishing and Presentation Applications* (OL)	4
BUSN 2160 - Electronic Mail Applications* (OL)	2
BUSN 2210 - Applied Office Procedures* (OL)	3
<i>Specific Occupational Guided Elective - 6 hrs.</i>	6
BUSN 1180 - Computer Graphics and Design*(OL)	3
BUSN 1220 - Telephone Training*(OL)	3
BUSN 1300 - Introduction to Business*(OL)	3
BUSN 1310 - Introduction to Business Culture*(OL)	3
BUSN 1320 - Business Interaction Skills*(OL)	3
BUSN 1340 - Customer Service Effectiveness*(OL)	3
BUSN 1420 - Database Applications*(OL)	4
BUSN 2170 - Web Page Design* (OL)	2
BUSN 2240 - Business Administrative Assistant Internship I*	4
BUSN 2250 - Business Administrative Assistant Internship II*	6
BUSN 2320 - Medical Document Processing/Transcription* (OL)	4
BUSN 2340 - Medical Administrative Procedures*	4
BUSN 2370 - Medical Office Billing/Coding/Insurance* (OL)	3
MEDICAL ADMINISTRATIVE ASSISTANT SPECIALIZATION	24
MAST 1120 – Human Pathological Conditions in the Medical Office*	3
BUSN 2340 - Medical Administrative Procedures*(OL)	4
BUSN 2370 - Medical Office Billing/Coding/Insurance*(OL)	3
<i>Select 1 of the following 3 courses:</i>	3
ALHS 1010 - Introduction to Anatomy and Physiology*	4
ALHS 1011 - Anatomy and Physiology*(OL)	5
BUSN 2310 - Anatomy and Terminology for the Medical Administrative Assistant*	3
<i>Select 1 of the following 2 courses</i>	2
BUSN 2300 - Medical Terminology*	2
ALHS 1090 - Medical Terminology for Allied Health Sciences*(OL)	2
<i>Specific Occupational Guided Electives</i>	9
BUSN 1180 - Computer Graphics and Design*(OL)	3

BUSN 1190 - Digital Technologies in Business*(OL)	2
BUSN 1220 - Telephone Training*(OL)	2
BUSN 1240 - Office Procedures *(OL)	3
BUSN 1300 - Introduction to Business*(OL)	3
BUSN 1310 - Introduction to Business Culture*(OL)	3
BUSN 1320 - Business Interaction Skills* (OL)	3
BUSN 1340 - Customer Service Effectiveness* (OL)	3
BUSN 1410 - Spreadsheet Concepts and Applications*(OL)	4
BUSN 1420 - Database Applications*(OL)	4
BUSN 1430 - Desktop Publishing and Presentation Applications*(OL)	4
BUSN 2160 - Electronic Mail Applications*(OL)	2
BUSN 2170 - Web Page Design*(OL)	2
BUSN 2210 - Applied Office Procedures*(OL)	3
BUSN 2330 - Advanced Medical Document Processing/Transcription*(OL)	4
BUSN 2380 - Medical Administrative Assistant Internship I*	4
BUSN 2390 - Medical Administrative Assistant Internship II*	6

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

PROGRAM COSTS

Tuition/Fees: \$4,670

Books/Supplies: \$2,000

(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.