BUSINESS TECHNOLOGY PROGRAM

ABOUT BUSINESS TECHNOLOGY

The **Business Technology** program is designed to prepare students for a career as an administrative assistant, accounting clerk, computer operator, or office manager. Students will gain the professional and computer knowledge for meeting the necessary skills to attain positions in their chosen field. Given the necessary time on the job to build expertise and accumulate experience, students can take advantage of opportunities to advance. Comprehensive computer classes and their applications prepare students for the MOS (Microsoft Office Specialist) certification exam in several Office applications.

The **Business Technology - Human Resource Management** associate of applied sciences degree program of study will prepare students for an entry-level position in the field of human resources. Students will focus on local, state and federal employment laws/regulations and learn ethical employment practices. This program option will prepare the student to provide support to companies and employees. Graduates of this program will learn to manage a company's most important assets – its employees.

The **Office Support Specialist** certificate of proficiency will provide students with a basic understanding of communication, office administration, technology, and information management. Courses completed in the certificate of proficiency will apply toward the completion of both a technical certificate and an associate of applied science degree in business technology.

Associate Degrees

Business Technology
Business Technology Human Resources Management Option

Technical Certificates

Business Technology

Certificate of Proficiency

Office Support Specialist