OFFICE ADMINISTRATION TECHNOLOGY

Associate of Applied Science Degree

- Administrative Assistant Concentration
- Bookkeeping Assistant Concentration
- Medical Office Assistant Concentration

Certificate of Completion

- Bilingual Office Specialist Option
- General Office Assistant Option
- Medical Billing
- Medical Transcription
- Bookkeeping

Because today's business world is constantly being transformed by new information processing technologies, employment opportunities in office careers are on the rise. The smooth functioning of today's automated office depends on the support of well-trained administrative, bookkeeping, and medical office assistants.

If you find satisfaction in working as a team member, are well organized, and enjoy meeting and helping new people, Office Administration Technology could be the right program for you. Students may obtain a general office assistant certificate of completion in as little as one year and then begin earning money while studying for their associate of applied science degree.

In the second year of the associate of applied science degree program in Office Administration Technology, you can prepare for a more challenging position as either a general administrative assistant, bookkeeping assistant, or medical office assistant. You will learn to use state-of-the-art technology, become familiar with various up-to-date software applications, and become proficient in a specific area of study.

The work settings where program graduates find employment are as varied as the organizations themselves. They include educational institutions; federal, state, and local government offices; medical facilities; financial institutions; corporate settings; and small and large businesses. Not only are the work settings varied, but so are the positions within each organization. Current salary ranges can be found in the Occupational Outlook Handbook at the U.S. Department of Labor web site: http://www.bls.gov (https://www.bls.gov).

Office Administration Technology Certificates

Two Office Administration Technology certificate options are available.The General Office Administration Technology option prepares students for receptionist, clerk-typist, or other entry-level positions.The Bilingual Office Specialist option qualifies students for positions requiring Spanish-English language proficiency. Also available are 18-credit specialized certificates in Medical Billing and Medical Transcription. Coursework for the certificates are applicable toward the Office Administration Technology and/or Health Information Technology associate of applied science degrees with the exception of the OATS 170 Office Communications in Spanish I and OATS 171 Office Communications in Spanish II courses. In addition, the Office Administration Technology program also has a 27-credit Bookkeeping certificate. The coursework for this certificate are fully applicable towards the Office Administration Technology-Bookkeeping associate of applied science degree.