



# BUSINESS TECHNOLOGY & ACCOUNTING



## PROGRAM OVERVIEW

- Office administration
- Microsoft Office Suite
- Accounting/payroll
- Human Resources
- Business law and ethics
- Economics
- Entrepreneurship
- Promotion and communication strategies

**1½-YEAR  
PROGRAM**

Associate of Applied Science Degree (A.A.S.)

## A SUCCESSFUL COMPANY RELIES ON THE PRINCIPLES OF BUSINESS.

No office can operate without the skills of trained administrative staff. They are the ones who stay on top of the day-to-day tasks and keep the business organized and running. They are often viewed as the glue that holds the company together.

Administrative staff can be found in every organization. While you may think of these individuals as the ones answering phones and greeting customers, they may also be responsible for scheduling, maintaining documentation, accounts payable and receivable, as well as marketing. Offices depend on individuals who not only have the ability to do their job quickly and efficiently, but who also pick up tasks and step in where needed.

Graduates go to work in positions such as bookkeepers, payroll clerks, administrative assistants, accounts payable and receivable clerks, and human resources representatives.

All types of businesses and organizations need support in the accounting, marketing, human resources, and administrative offices to manage their everyday business. With almost no limitations to the type of company you can work for, this is a field that should continue to be in demand in the future.

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