

ADMINISTRATIVE OFFICE TECHNOLOGY



PROGRAMS

ASSOCIATE DEGREE PROGRAMS

Administrative Assistant/Secretary
 Legal Administrative Assistant/Secretary
 Medical Administrative Assistant/Secretary

CERTIFICATE PROGRAMS

Basic Office Skills
 Legal Office Assistant
 Medical Insurance Billing Specialist
 Medical Transcription
 Office Administration
 Travel, Tourism and Hospitality

The Administrative Office Technology programs are designed to emphasize a variety of computer tasks created by new technologies as well as traditional office responsibilities. With the shift of work responsibility from middle management, the role of the office professional has become critical. All organizations need timely and effective office and administrative support to operate efficiently. The International Association of Administrative Professionals defines administrative professionals as “individuals who are responsible for administrative tasks and the coordination of information in support of an office related environment and who are dedicated to furthering their personal and professional growth in their chosen profession.”