

Business Administrative Technology Degree is online!

Business Administrative Technology is a career option for individuals interested in providing high-level administrative support by conducting research, preparing statistical reports, handling information requests, preparing correspondence, scheduling meetings and much more! Employment options include support positions such as an administrative assistant, office manager, or customer service manager.

Students who are interested in this program should appreciate working with people and paying attention to detail. Today's workforce relies more on administrative support positions to serve as information and communication managers rather than performing clerical tasks. Upon completion of this program, students will receive an Associate in Applied Science degree in Business Administrative Technology from Barton Community College.

Barton's Business Administrative Technology program is currently open for enrollment to students. **ALL** courses are online with the exception of Spanish for the Workforce, which has a projected completion of January 2011. Courses are offered in nine and seventeen week sessions during the fall and spring semesters and several courses are also offered in the summer session as well.

For further program information, please visit Barton's Business Administrative Technology website at <http://busadmintech.bartonccc.edu>. This helpful website contains a detailed program video, further program information, and detailed curriculum guides which list the required courses and suggested course sequence for this program.

If you are interested in beginning this program online, please contact Shanna Legleiter, Barton's Business Administrative Technology Instructor/Coordinator at legleiters@bartonccc.edu or call 866-813-2460.

