

# Business Administrative Technology Degree Online

**Business Administrative Technology** is an **online** 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 open for enrollment to students. 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 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](mailto:legleiters@bartonccc.edu)  
or call 866-813-2460.

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Online Learning Opportunities

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<http://www.bartonline.org/>



**Mrs. Legleiter**

"I just wanted to tell you how good of a job you're doing. I respect you very much and think you're a great teacher. You take the time to explain the book work and involve yourself in your students. You grade our homework quickly and make sure we understand what we did wrong. I feel comfortable enough knowing that if I did not understand something, or was having trouble, that you would do all you could to help. I am looking forward to the rest of the class, and learning more about customer service. I just wanted to take some time out of my day and tell you you're doing an excellent job as a teacher."

**Tiffany Lewis  
Russell, Kansas**