

## What can you do with a major in Business Administrative Technology?

**Campus(s) program is offered: Appalachian, Marietta, North Metro & Paulding**

**What are the most likely job title one can expect to qualify for once completed with this program?**

- Administrative Professionals
- Administrative Support Specialists
- Executive Assistants
- Office Assistants
- Office Managers

**What do students express as the thing they enjoy the most about this program?**

- Flexible scheduling with choices of on-campus, on-line, and hybrid classes
- Courses prepare you for the workforce
- Diversity of instruction

**What is the least?**

- Assigned program advisors on different campus than host campus
- Not enough on campus classes
- Not enough flexible elective options outside major
- Dislike on campus requirement for on-line classes

**What are some typical misconceptions about this program of study?**

- Unable to go into an office management position with this degree. You can!
- Unable to take entire program on-line. You can!

**What are some essential skills a student needs to have in order to be successful in this program?**

- Strong interpersonal skills
- Teamwork
- Excellent verbal and written communication
- Outstanding planning and organization
- Detail oriented
- Analysis/problem solving
- Computer/software skills
- Math/Accounting skills
- Ability to prioritize and meet tight deadlines

**What are typical skills and abilities that a student gains once he/she has completed the program of study?**

Successful administrative assistants keep their place of employment running smoothly, managing the operational proceedings of the office. Administrative assistants should also be highly organized individuals – their entire job is based around organization!

Other skills include good judgment, punctuality, initiative, a good work ethic, and managerial skills.

Interpersonal skills and client relations are also of paramount importance. In addition, employers now expect

administrative assistants to have extensive knowledge of computer software. These duties may include scheduling meetings, answering phones, managing databases, disseminating information, creating spreadsheets, generating reports, ordering equipment, and working with clients or customers. Most importantly, students who are versatile are the most attractive candidates for employers.

**Typical work activities/occupational functions:**

- Managing clients
- Fulfilling orders
- Maintaining payroll information
- Analyzing sales records
- Conducting communications

**What additional training would you recommend for a student who wants to go to the next level in this field?**

- Encourage all graduates from diploma program to continue with their BAT AAS degree.
- Encourage all graduates to enroll in all possible core classes before transferring to university and earn a Technical Specialist Certificate.
- Encourage all graduates of program to enroll in the Business Management or Accounting program to achieve a secondary AAS degree.

**Do any of the occupational courses transfer easily?**

Transfer credits are awarded by the institution you are transferring to. If you are interested in pursuing your education beyond Chattahoochee Technical College you should contact the admissions office of your future college to discuss transfer credits.

**What are some common limitations, if any, in this program that students face?**

- Financial aid options for textbooks and software
- Transportation

**Are there any exams/certifications that a student needs to take after completing their courses? Are these exams/certifications offered on campus?**

- CAP (Certified Administrative Professional Exam)

These exams are offered through IAAP (International Association of Administrative Professionals).

These exams are not offered on campus.

- MOUS (Microsoft Office User Specialist Exams Proficient Level (Word, Excel, PowerPoint, Access, or Outlook)

These exams are offered through Microsoft and most testing centers.

These exams are not offered on campus.

**Possible employment settings:**

Many businesses and industries maintain office locations; therefore, jobs may be found with private corporations, government agencies, hospitals, accounting firms, hotels, retail establishments.

**Names of employers:**

Chattahoochee Technical College  
Department of Labor  
WellStar

Atlanta Better Health PC  
Department of Transportation  
State Farm

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Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Inquiries related to the college's accreditation by the Commission may be directed to SACSCOC, 1866 Southern Lane, Decatur, Georgia 30033-4097 or telephone 404-679-4500. Questions related to admissions and the policies, programs, and practices of Chattahoochee Technical College should be directed to the College.