

# Business Administrative Technology

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What drives you?  
**BARTON**  
COMMUNITY COLLEGE

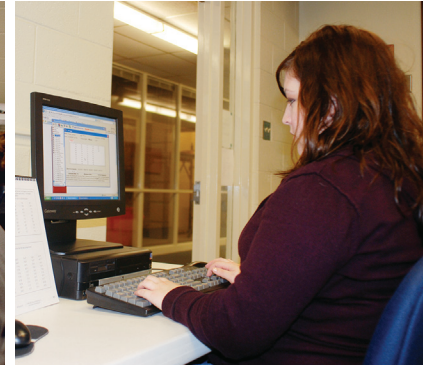
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## What is a Business Administrative Technology (BAT) career?

Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff.

## Why Barton?

- Convenient and flexible course offerings.
- Courses offered in face-to-face, online, arranged and hybrid formats.
- Dedicated and caring faculty.
- Instructors provide job-simulated activities and interaction.

## About the Program:

- Students should enroll in this program if they enjoy detailed work, oral and written communication, and providing customer service.
- Instructor accessibility.
- Students utilize a number of Microsoft Office programs to create professional documents which can be utilized in the workplace.
- Soft-skill courses provide training in a number of areas including customer service, business ethics, and supervisory development.

## Occupational Outlook:

- Opportunities should be best for applicants with extensive knowledge of software applications.
- Today's secretaries and administrative assistants perform fewer clerical tasks and increasingly serve as information and communication managers.

Source: Kansas Career Pipeline

- Median annual earnings of executive secretaries and administrative assistants were \$37,240 in May 2006. The middle 50% earned between \$30,240 and \$46,160.

Source: Kansas Career Pipeline

- Work Environment: Secretaries and administrative assistants usually work in schools, hospitals, corporate settings, government agencies, or legal and medical offices.

Source: US Dept. of Labor Occupational Outlook Handbook 08/09

## What are possible career opportunities?

After graduation, students secure employment in a variety of occupations such as administrative assistant, office manager, executive secretary. Positions can be held in various areas of the workforce including education, banking, insurance, public relations, and many more.



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