

Business Office Technology

- Certificate of Proficiency
- Technical Certificate
- A.A.S.

Courses include but are not limited to:

- Business Communications I and II
- Word Processing I and II
- Proofreading and Transcription Skills
- Professional Development
- Business Procedures
- Principles of Accounting I
- Bookkeeping
- Keyboarding Skills II
- Document Formatting
- Database Management

Description

The Associate of Applied Science degree with a Business Office Technology emphasis provides students with an in-depth knowledge of business, computer, and communication skills necessary for today’s office professional. Students will acquire skills to assist them in working with others and handling administrative responsibilities.

Computer software applications currently taught are Windows 7, Microsoft Office 2010 (includes Word, Excel, Access, and PowerPoint), and QuickBooks Accounting.

After UACCM

Graduates are employed as:

- Administrative assistants
- File clerks
- Receptionists
- General office assistants
- Data entry clerks

Examples of potential employers:

Axiom Corporation, Green Bay Packaging, Arkansas Kraft Division, Winrock International, American Management, Sound-Craft Systems, Inc., and various insurance companies, banks, and small businesses.

Arkansas - Local Area Wages:

Administrative Assistant:

Entry-level Annual Wage: **\$16,110**
 Mean Annual Wage: **\$22,410**

File Clerk:

Entry-level Annual Wage: **\$13,120**
 Mean Annual Wage: **\$18,980**

Payroll Clerk:

Entry-level Annual Wage: **\$16,680**
 Mean Annual Wage: **\$29,880**

Data Entry Clerk:

Entry-level Annual Wage: **\$16,740**
 Mean Annual Wage: **\$21,390**

General Office Assistant:

Entry-level Annual Wage: **\$13,290**
 Mean Annual Wage: **\$20,400**

Receptionist:

Entry-level Annual Wage: **\$13,620**
 Mean Annual Wage: **\$21,040**