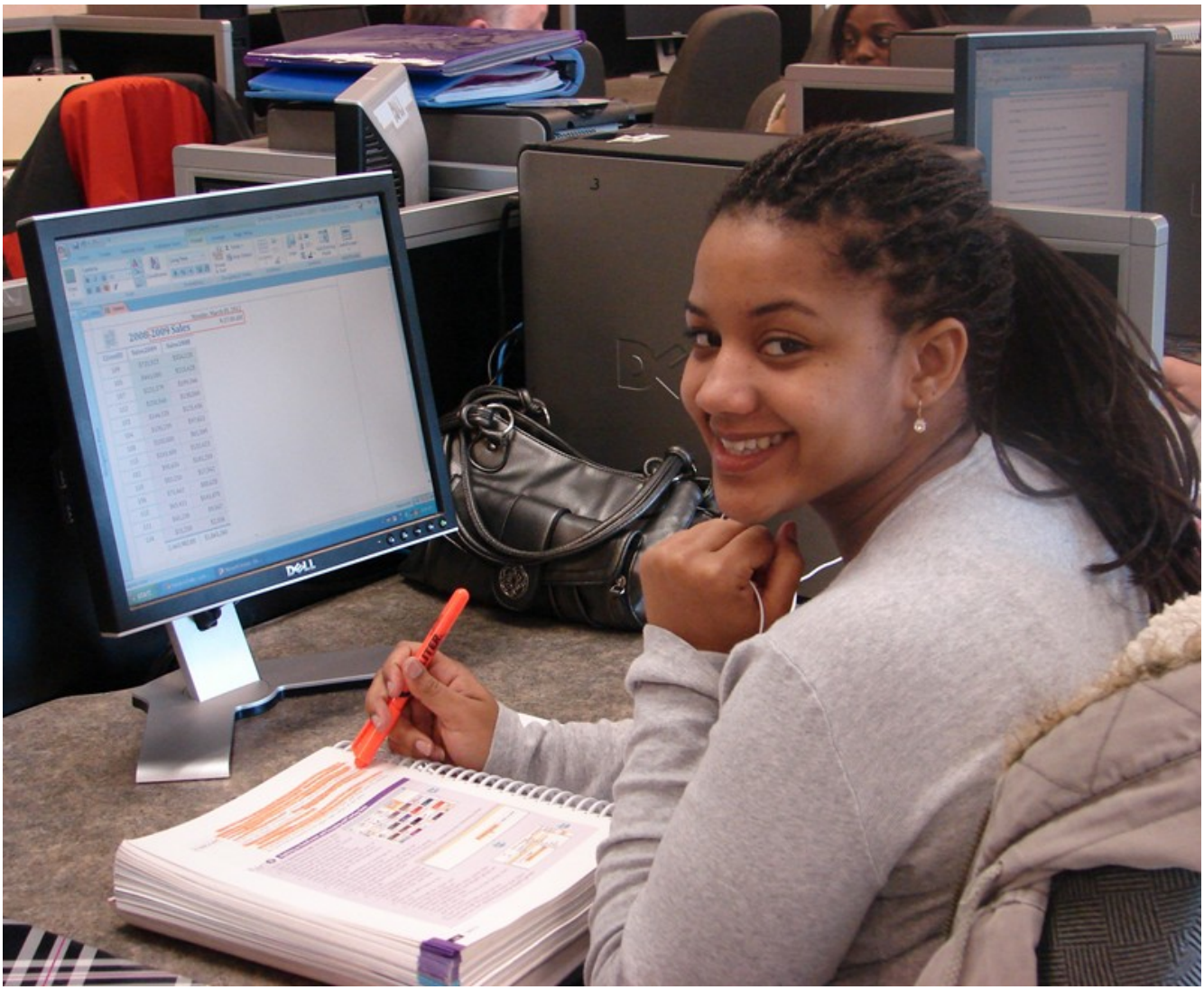
Business Systems Technology



Randy Young [1], Instructor

The mission of Business Systems Technology is to educate the student with the basic knowledge and technical skills necessary for success in both today's computerized office, as well as the more traditional office environment.

Students are offered an opportunity to work and experience extensive "hands-on" training with modern office equipment and computer software. The program has been carefully structured so that every student may reach maximum skill level regardless of whether the student has had prior office training or experience.

Although training ensures a thorough understanding of modern office procedures and the latest in technological equipment, the course also teaches the interpersonal and instructive skills required of the office setting. Training and instruction may be tailored to meet the needs of those wishing to upgrade or update existing secretarial and/or clerical skills.

Students may choose to enroll in the accounting or administrative assistant curriculum with special emphasis on computer skills in each area. Students may select a major area of interest leading to a diploma from those listed on the next page. Within each major area, students also have the opportunity to develop the skills needed for several different certificate levels of training.

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Certificate Award Titles	Estimated Time
General Office Assistant	One Trimester
Software Application Specialist	One Trimester

Diploma Award Titles	Estimated Time
Administrative Assistant w/ Customer Service	One Trimester
Administrative Assistant w/ Accounting Emphasis	One Trimester
Medical Administrative Assistant w/ Transcription Emphasis	One Trimester
Medical Administrative Assistant w/ Insurance & Coding Emphasis	One Trimester

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Sorted in:

- Full Time Programs [2]

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Links:
[1] mailto:randy.young@ttchohenwald.edu
[2] http://www.ttchohenwald.edu/full-time-programs

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