

ADMINISTRATIVE OFFICE TECHNOLOGY ACADEMY



The Administrative Office Technology Academy provides essential training in business office procedures, customer service skills, business communications, document processing, proofreading and editing, business etiquette, problem solving, business writing, file management, and business computer skills. Whether working in a big or small business, someone has to keep it all working. Administrative assistants are the support beams of the office by managing, communicating and keeping everything and everyone organized. Administrative assistants are multi-skilled and multi-talented in order keep up with the need to multi-task. Students in the Administrative Office Technology Academy will receive specialized training in general office assisting and administrative support assisting and will prepare for careers such as office assistant, administrative assistant, data entry operator, accounting assistant, financial services assistant, or front office professional.

Future Careers

- Administrative Assistant
- Data Entry Operator
- Filing Clerk
- Inventory Clerk
- Front Office Professional
- Office Assistant
- Office Manager
- Financial Assistant

Students master office skills required by business, industry and the legal and medical professions. Practical applications serve to broaden career options and advancement opportunities.

Administrative Office Technology Pathway

Students in this pathway are required to complete the following courses:

- Microsoft Office Applications
- Accounting 1
- Advanced Applications – Word/PowerPoint
- Advanced Applications – Excel/Access

In addition, a minimum of two courses from the list below are recommended:

- Accounting 2
- Marketing
- Multimedia Production
- Cooperative Education/Work Experience

**Note: Students in this Academy will have the opportunity to earn Microsoft® Specialist Certification in Word and Excel.*

