Business Technology

Advance your career with Alabama Southern's Business Technology programs

Advancing office technologies require workers to constantly update their skills, learn new tasks, and develop multiple strengths. With two degree programs and four certificate programs in Business Technology, Alabama Southern helps students meet the challenges of today's changing workplace.

Our business technology curriculum equips graduates with the skills needed to succeed in the world of business technology. Business technology students develop a portfolio and interview with at least three companies prior to graduation. Our program boasts individual instruction tailored to each student's needs, high graduation rates and high job placement rates.

Courses for Today's Competitive Job Market

Alabama Southern's Business Technology program is your ticket to success in the modern world. You'll take general education courses that transfer to a university, and you'll tackle real business problems in our state-of-the-art computer labs. Our area's leading employers helped us design the program, so you know you're getting the skills you need to land a job.

Degree program courses range from Principles of Accounting and Small Business Management to Web Page Development and Financial Record Keeping. Employers seek employees with high levels of integrity, so Alabama Southern also requires all business technology students to complete an ethics course as part of the general education core.

Alabama Southern offers a variety of courses to keep you current on new software and advances. We can help you keep your job skills up-to-date and your office running efficiently. We offer MOUS level instruction in software programs including Access, Excel and Word and A+ level instruction in hardware and software.

Instructors at Alabama Southern enhance their outstanding academic qualifications with actual hands-on experience in industry. Instructors work with industry leaders to keep classroom instruction up-to-date, and industry representatives frequently serve as guest speakers.
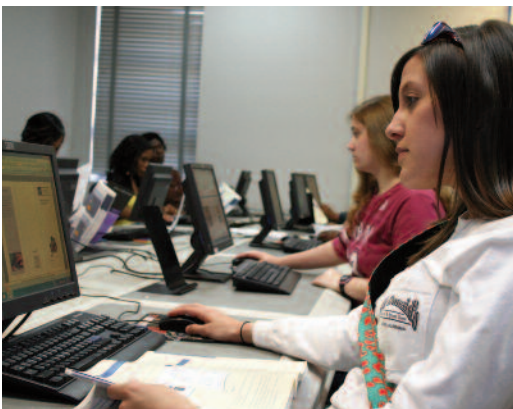
Campus Locations
www.ascc.edu

Monroeville Campus
P.O. Box 2000
Monroeville, AL 36461
(251) 575-3156

Thomasville Campus
P.O. Box 2000
Thomasville, AL 36784
(334) 636-9642

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Alabama Southern's Business Technology program provides distinct advantages over other business programs:

• Alabama Southern offers the only Business Technology degree in the region.

• Certificate programs provide the choice of specialization in computerized accounting, computer applications, or word processing and management and supervision.

• Students can tailor the program to meet their needs, goals and time frames. Classes are offered for daytime and evening schedules at four locations in Southwest Alabama.

• The program promotes cross training to develop multiple strengths.

Job Opportunities

Graduates of our degree programs are highly qualified for a wide range of jobs in the business world. Computer Application degree holders can earn $20,000-$50,000 annually depending on their experience and skill level. Certificate program graduates working in office administration jobs earn up to $12 an hour depending on the graduate's level of expertise.

Business Technology degrees generally take two years to complete. Certificates can be earned in nine to 18 months. Students enrolled in evening only classes may take longer to complete their program of choice.

Associate in Applied Science Degrees

(Require 68-69 semester hours):
Office Technology
Computer Applications

Certificate Programs

(Require 24-27 semester hours):
Computer Applications
Word Processing
Management and Supervision
Computerized Accounting

Admission Requirements

• Students must have a high school diploma or GED.

• Students must complete an Alabama Southern admissions application and submit official transcripts of all previous academic work to the office of Student Development.

• Students must take the COMPASS Placement Test for placement in English, math and reading.

Financial Aid

Financial Aid is available for most of our programs. Pell Grants are available for students who qualify. Students should apply for financial aid four to six weeks prior to planned date of enrollment.

For complete curriculum information, plans of study and course offerings visit the Business Technology link at www.ascc.edu