

BUSINESS ADMINISTRATION MANAGEMENT



Starting Salary Range:
\$27,000 - \$55,000

Who Can Enroll:
High School Juniors and Seniors
Post-Secondary Students

Receive College Credit:
Cowley County Community College



Education and training at the *speed* of business.

3921 34th Street
Woodward, OK 73801
580.256.6618
www.hptc.edu

CAREER OPPORTUNITIES

- Administrative Assistant (700 hours)
- Office Information Specialist (1060 hours)
- Medical Office Assistant (1000 hours)
- Accounts Payable/Receivable Clerk (820 hours)
- Payroll Accounting Clerk (940 hours)
- Financial Customer Service (820 hours)
- Full Charge Bookkeeper (1060 hours)



BUSINESS ADMINISTRATION MANAGEMENT

Business Administration Management (BAM) is geared toward both college bound students and career driven individuals. This program offers flexible scheduling allowing you to continue pursuit of educational goals while participating in school activities and at the same time maintaining family and career commitments. BAM offers training for many business and industry certifications through their career paths.

Leadership development, networking and community service are also important aspects of the BAM program. The program offers an active chapter of Business Professionals of America (BPA) and has had many state and national contest winners over the past several years.

PENNY GUTHRIE

Business Administration Management &
Graphic Design Instructor
pguthrie@hptc.edu 580.571.6133

BUSINESS ADMINISTRATION MANAGEMENT

CERTIFICATIONS AVAILABLE:

Microsoft Office Specialist

Microsoft Office Specialist in Word
Microsoft Office Specialist in PowerPoint
Microsoft Office Specialist in Excel
Microsoft Office Specialist in Access

Adobe Certified Associate

Visual Communication Photoshop
Print & Digital Media Publication InDesign

Brainbench.com

Computer Fundamentals
Microsoft Office Word
Microsoft Excel
Microsoft PowerPoint
Microsoft Access
Quicken/Quickbooks
Adobe Photoshop
Adobe InDesign
Medical Office
Medical Terminology
Medical Billing
Health Insurance
Office Procedures
Office Management
Managing People
Interpersonal Communications
Telephone Techniques
Accounts Receivable/Payable
Payroll Accounting

Oklahoma Career Technology

Business Information Fundamentals
Full Charge Bookkeeper
Accounts Receivable
Accounts Payable
Media Production Assistant

Helpful Attributes

Develop Teamwork and
Build Leadership Skills,
Gain Communication Skills,
Expand Business Qualifications,
Explore Career Planning,
Earn College Credit

COURSE INFORMATION

Pursue a career in any of the career opportunities listed or even start your own business. With eight career major options available in three focus areas (administration, finance, and medical), the Business Administration Management program ensures future success.

Get a head start on higher education by taking advantage of BMA college credit opportunities through OSU-IT, Northern Oklahoma College, or Cowley County Community College. Through BAM you can earn as many as 45 college credit hours.



ADULT FEE INFORMATION

TUITION	In District	\$2.25 an hour
	Out of District	\$4.50 an hour
OTHER	Certification/Testing- Various Prices	
TEXTS	Book costs are additional	



Education and training at the *speed* of business.