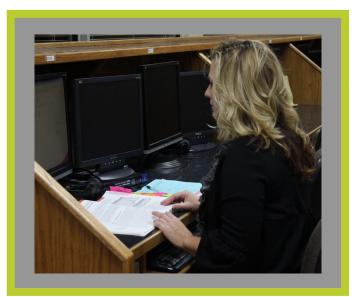
# Business Administration Management



## **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 34<sup>th</sup> 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**

**B**usiness 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

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

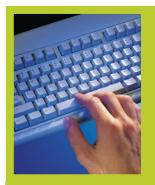
#### **Helpful Attributes**

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



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