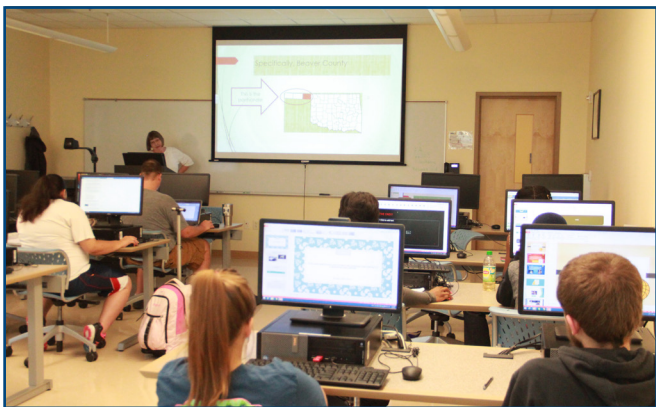


## Start your career with Administrative Office Technology at BCTC

BCTC's **Administrative Office Technology** program teaches students the vital office skills they need to be prepared to work in an administrative support position in a wide variety of office settings.

Students in Administrative Office Technology learn the latest software programs, acquire an in-depth knowledge of Microsoft Office, and also work on developing soft skills, such as communication and how to work effectively in an office environment.



### Our graduates find employment as:

- executive assistants
- client specialists
- account managers
- event specialists
- financial representatives
- appraisers
- project administrators
- graphic designers
- legal management representatives
- communications coordinators

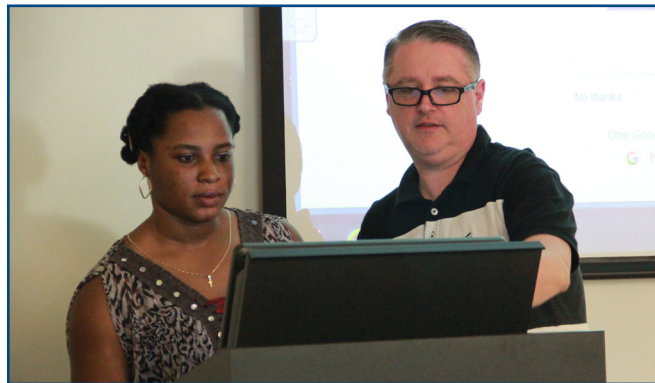
## Get started with Adminstrative Office Technology

BCTC's Administrative Office Technology program is offered both in person and online.

Students can earn an associate degree, diploma, or certificate with options in Administrative, Desktop Publishing, Financial, and Legal tracks. BCTC's Legal and Desktop Publishing programs are the only ones of their kind in Kentucky.

Classes range from computer literacy to accounting, and include preparing students with the skills they need to find employment, such as resume writing and interviewing. Starting salaries for program graduates range from \$28,000 to \$44,000 annually.

Students can also transfer the skills learned in the program to a four-year university through a 2+2 partnership with Western Kentucky University in Organizational Leadership.



Contact Mary Blaydes, Administrative Office Technology Program Coordinator:

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Find out more at: [bit.ly/bctcaot](http://bit.ly/bctcaot)