

Business Office Assistant

Certificate



Program Description

The Business Office Assistant Technical Certificate of Credit is designed to provide inclusive higher education experiences that supports positive employment outcomes for individuals with intellectual and/or cognitive disabilities in preparation for a career in any business office. Graduates with this certificate are prepared to perform a variety of duties in any office clerical occupation that requires knowledge of office systems and procedures. Along with taking credit classes, the participants will be required to participate in human resource development workshops, social community integration, job shadowing and internships.

This certificate is a vital component of the - Leveraging Education for Advancement Program (LEAP) for Inclusive Learning. This is a program of study for unique learners who are highly motivated young adults who have a developmental or intellectual disability. "Intellectual disability is a disability characterized by significant limitations in both intellectual functioning and in adaptive behavior, which covers many everyday social and practical skills" (**AAIDD)

Program Admissions Information

Minimum Accuplacer Scores

Sentence Skills	70
Reading Comprehension	64
Arithmetic	57
Elementary Algebra	N/A

Acceptance into L.E.A.P is a competitive application process. Successful applicants will have typically received extensive special education services in their secondary schools, graduating with a special education diploma, certificate of attendance or alternative diploma or been awarded their diploma via HB 91 and would be denied access to a traditional college degree program. Contact Regina Watts, Special Needs/Disability Services Coordinator at (229) 430-2854 for additional information.

Essential Courses

(18 cr.)

BUSN 1100	Intro to Keyboarding	3
BUSN 1240	Office Procedures	3
BUSN 1330	Personal Effectiveness	3
BUSN 1440	Document Production	4
BUSN 2160	Electronic Mail	2
COMP 1000	Introduction to Computers	3



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- Submit official college or university transcript for prior transfer.
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- Report for orientation and registration on specified date.

Financial Aid

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Albany Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate of Applied Science Degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Albany Technical College.

Please refer to the catalog for more information. Information is subject to change without notice.

Albany Technical College and the Technical College System of Georgia is an equal opportunity employer and offers career and technical education programs for all regardless of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member of citizenship status (except in those special circumstances permitted or mandated by law). This non-discrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

For Veterans Affairs, contact: Amy Lovelace, VA Representative, Albany Technical College, 1704 S. Slappey Blvd., Albany, GA 31701, 229.430.3505 or alovelace@albanytech.edu

Albany Technical College offers additional services to students with limited English language skills or with disabilities so that they may benefit from these programs. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in any program or activity receiving federal financial assistance.

For more information on Title VI, contact: Dr. Tanjula Petty, Vice President for Academic Affairs, Albany Technical College, 1704 S. Slappey Blvd., Albany, GA 31701, 229.430.3511 or tpetty@albanytech.edu

Title IX of the Education Amendments prohibits discrimination on the basis of sex in education programs or activities and also covers employment and admission to institutions that receive federal financial assistance.

For more information on Title IX, contact: Kathy Skates, Vice President of Administration, Albany Technical College, 1704 S. Slappey Blvd., Albany, GA 31701, 229.430.3524 or kskates@albanytech.edu

In accordance with Section 504, no qualified individuals with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under any program or activity that either receives Federal financial assistance or is conducted by an Executive agency or the United States Postal Service.

For more information on Section 504, contact: Regina Watts, Special Needs Coordinator, Albany Technical College, 1704 S. Slappey Blvd., Albany, GA 31701, 229.430.2854 or rwatts@albanytech.edu

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