# Atlanta Technical College



## Business Technology Pathways

Using state-of-the-art computers and various software applications, this program provides students with the opportunity to acquire the skills and competencies required for job acquisition, retention, and advancement. The program emphasizes the use of word processing, spreadsheet, presentation, and database applications software. Students are also introduced to accounting fundamentals, electronic communications, internet research, and electronic file management. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of administrative technology. Over the next 10 years, the number of jobs in this field is projected to grow by 5.2% nationally and 6.6% in Fulton and Clayton counties in Georgia.

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Microsoft Word & Excel Application Professional
Certificates
2 Semesters
8 Classes
(6 Classes to Complete Certificates, 2 Towards Overall
Program)

Careers: Microsoft Office Support Specialist, Administrative Support Specialist

Estimated Starting Salaries at $25,000/year

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Administrative Support Assistant & Microsoft Office
Applications Professional Certificates
1 Additional Semester
4 Additional Classes

Careers: Microsoft Office Support Specialist, Administrative Support Specialist

Estimated Starting Salaries at $30,000/year

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Business Technology Associate's Degree
2 Additional Semesters
10 Additional Classes

Careers: Administrative Assistant, Administrative Support Medical Office

Estimated Starting Salaries at $35,000/year

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ATLANTA TECHNICAL COLLEGE

*All job growth projections and estimated salaries are based on data from Emsi (Economic Modeling Specialists Inc) and are updated annually.