

[Go to BTECH Pathways Page](#)



## BUSINESS



## BUSINESS TECHNOLOGY (BTECH)

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### CAREER EXPLORATION & EMPLOYMENT

What can I do in this career field?

[O-NET OnLine](#)

Is this career field right for me?



Will this career field meet the needs of my family?



Receive support from:

**Job and Career Connections Office**

to access and use:

#### CERTIFICATES

##### Administrative Assistant:

##### General Office

53 credits

##### Medical Office

74 credits

##### Medical Billing & Coding

71 credits

##### Integrated Business Technology (IBEST)

22 credits

#### JOB OUTLOOK AND WAGES

General Office Assistant

Medical Secretary

Medical Transcriber

Medical Billing

#### WHY AN ASSOCIATES?

Better Employability & Promotion,  
Higher Pay, Leadership Opportunities

#### ASSOCIATE DEGREES

##### General Office

92 credits

##### Office Management

92 credits

##### Medical Billing & Coding

101 credits

##### Medical Office

94 credits

#### JOB OUTLOOK AND WAGES

Administrative Assistant

Executive Secretary

Medical Secretary

Medical Billing



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**RELATED  
PROGRAMS:**

**Accounting**

**Business**

**Business DTA/MRP**

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PLEASE SEND COMMENTS OR CORRECTIONS TO:

**Roadmap Helpdesk**

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