

## Administrative Professional

### Associate in Occupational Studies Degree (A.O.S.)

(HEGIS Code No. 5005)

**Degree Program :: 63 credit hours**

The administrative professional is an integral part of the management team in American businesses. In addition to the keyboarding and dictation skills required for the performance of administrative duties, additional responsibilities include making appointments for the employer, receiving visitors, handling personal and confidential mail, preparing routine correspondence, managing the office, ordering supplies, proofreading, keeping conference records, and preparing reports.

The curriculum in this two-year Associate Degree Program is designed to prepare the student to meet the requirements of most types of professional offices and for the many opportunities available to the skilled and proficient assistant.

The program emphasizes high standards of proficiency in all vital office skills. It also emphasizes managerial skills and motivational techniques so that the graduate has the qualifications to fulfill a wide range of administrative responsibilities. The Administrative Professional program includes advanced training in the traditional secretarial skills as well as specialized computer competencies needed in an office. The graduate, armed with this comprehensive background, can make a more valuable contribution to the employer and expand the opportunities for career advancement.

**The following are A.A.S., Administration Professional program statistics for the Olean Business Institute:**

Administrative Professional: [43-6014 Secretaries & Administrative Assistants](#) <sup>[1]</sup>, [43-6011 Executive Secretaries & Executive Administrative Assistants](#) <sup>[2]</sup>, [43-4051 Customer Service Representatives](#) <sup>[3]</sup>, [43-4171 Receptionists & Information Clerks](#) <sup>[4]</sup>, [43-9011 Computer Operators](#) <sup>[5]</sup>, [43-9021 Data Entry Keyers](#) <sup>[6]</sup>, [43-3011 Bill & Account Collectors](#) <sup>[7]</sup>, [43-3021 Billing & Posting Clerks](#) <sup>[8]</sup>, [43-4021 Correspondence Clerks](#) <sup>[9]</sup>

, [43-4071 File Clerks](#) [10], [43-4151 Order Clerks](#) [11], [43-4161 Human Resources Assistants](#) [12], [43-9022 Word Processors & Typists](#) [13], [43-9061 Office Clerks, General](#) [14], [43-1011 Supervisors - Office & Administrative Support Workers](#) [15], [43-4199 Information & Record Clerks, Other](#) [16], [43-9199 Office & Administrative Support Workers, All Other](#) [17], [27-3042 Technical Writers](#) [18], [43-9081 Proofreaders & Copy Markers](#) [19]

## COST

**Q: How much will this program cost me to complete?**

**A: If you begin this program in 2012, your estimated total costs for the entire program are:**

Tuition and Fees	\$23,860
Books and Supplies:	\$2,000
On-Campus room & board:	Not Applicable

**Q: What's included?**

**A: The cost is based on completion of the program within 2 years for Associate's Degree. Program costs include tuition and fees plus the estimated cost of textbook and supplies.**

## FINANCING

**Q: What are my financing options for the program?**

**A: In addition to any grants and scholarship aid for when they are eligible, 100 % of graduates used loans to finance their education. For the 2010-11 award year, the median debt for program graduates was:**

Federal Loan	\$7,962
Private Loan	\$0
Institutional Financing	\$0

## SUCCESS

**Q: How long will it take me to complete this program?**

**A: This 66-credit program is completed in 4 academic semesters and is generally finished in two years. Evening program students may require an additional semester or summer classes. For 2010-11 award year, 100 % of graduates from this program finished within this time.**

**Of the 2010-11 graduates in this program 0 % are placed in jobs in their field.**

**Source URL:** <http://www.obi.edu/AOSadminprofessional>

**Links:**

- [1] <http://www.bls.gov/soc/2010/soc436014.htm>
- [2] <http://www.bls.gov/soc/2010/soc436011.htm>
- [3] <http://www.bls.gov/soc/2010/soc434051.htm>
- [4] <http://www.bls.gov/soc/2010/soc434171.htm>
- [5] <http://www.bls.gov/soc/2010/soc439011.htm>
- [6] <http://www.bls.gov/soc/2010/soc439021.htm>
- [7] <http://www.bls.gov/soc/2010/soc433011.htm>
- [8] <http://www.bls.gov/soc/2010/soc433021.htm>
- [9] <http://www.bls.gov/soc/2010/soc434021.htm>
- [10] <http://www.bls.gov/soc/2010/soc434071.htm>
- [11] <http://www.bls.gov/soc/2010/soc434151.htm>
- [12] <http://www.bls.gov/soc/2010/soc434161.htm>
- [13] <http://www.bls.gov/soc/2010/soc439022.htm>
- [14] <http://www.bls.gov/soc/2010/soc439061.htm>
- [15] <http://www.bls.gov/soc/2010/soc431011.htm>
- [16] <http://www.bls.gov/soc/2010/soc434199.htm>
- [17] <http://www.bls.gov/soc/2010/soc439199.htm>
- [18] <http://www.bls.gov/soc/2010/soc273042.htm>
- [19] <http://www.bls.gov/soc/2010/soc439081.htm>

## **Business Administration --- Accounting**

### **Associate in Applied Science Degree (A.A.S.)**

**(HEGIS Code No. 5002)**

**Degree Program :: 66 credit hours**

Within the field of business, accounting, often referred to as the "Language of Business," is one of the fastest growing employment fields in the country. The profession has doubled in size each decade for the past four decades. Few careers can offer more opportunities for future financial success and business leadership than accounting. Moreover, the chief officers of corporations and other top business executives are increasingly selected from the ranks of accountants. Unlimited opportunities are afforded young men and women to obtain positions in industry, government, banking and private business.

The program objective is twofold: To provide a more comprehensive and intensive accounting education than the customarily offered at other colleges and to broaden the students' awareness of the interrelationship of knowledge, people, and systems. It is also the purpose of this program to fully qualify its graduates not only for worthwhile entry positions in business, but also for rapid advancement within their chosen professions. Many courses in this curriculum make use of computers and the kind of software used in today's accounting office.

**The following are A.A.S., Business Administration program statistics for the Olean Business Institute:**

Accounting: [13-2011 Accountants & Auditors](#) <sup>[1]</sup>, [13-2082 Tax Preparers](#) <sup>[2]</sup>, [43-3021 Billing & Posting Clerks](#) <sup>[3]</sup>, [43-3031 Bookkeeping, Accounting & Auditing Clerks](#) <sup>[4]</sup>, [43-3051 Payroll & Timekeeping Clerks](#) <sup>[5]</sup>, [43-3011 Bill & Account Collectors](#) <sup>[6]</sup>

## COST

**Q: How much will this program cost me to complete?**

**A: If you begin this program in 2012, your estimated total costs for the entire program are:**

Tuition and Fees	\$23,860
Books and Supplies:	\$2,000
On-Campus room & board:	Not Applicable

**Q: What's included?**

**A: The cost is based on completion of the program within 2 years for Associate's Degree. Program costs include tuition and fees plus the estimated cost of textbook and supplies.**

## FINANCING

**Q: What are my financing options for the program?**

**A: In addition to any grants and scholarship aid for when they are eligible, 57 % of graduates used loans to finance their education. For the 2010-11 award year, the median debt for program graduates was:**

Federal Loan	\$6,245
Private Loan	\$0
Institutional Financing	\$0

## SUCCESS

**Q: How long will it take me to complete this program?**

**A: This 66-credit program is completed in 4 academic semesters and is generally finished in two years. Evening program students may require an additional semester or summer classes. For 2010-11 award year, 100% of graduates from this program finished within this time.**

**Of the 2010-11 graduates in this program 47 % are placed in jobs in their field.**

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**Source URL:** <http://www.obj.edu/AASaccounting>

### Links:

- [1] <http://www.bls.gov/soc/2010/soc132011.htm>
- [2] <http://www.bls.gov/soc/2010/soc132082.htm>
- [3] <http://www.bls.gov/soc/2010/soc433021.htm>
- [4] <http://www.bls.gov/soc/2010/soc433031.htm>
- [5] <http://www.bls.gov/soc/2010/soc433051.htm>
- [6] <http://www.bls.gov/soc/2010/soc43-3011.htm>

## **Business Administration --- Management**

### **Associate in Applied Science Degree (A.A.S.)**

**(HEGIS Code No. 5004)**

**Degree Program :: 66 credit hours**

In the decades to come, the increased rate of environmental, social, and technological change will make the world of business even more complex and subject to change. Making decisions about future business activities in this complex and changing environment is the job of management. In almost every field--from public, private, to non-profit organizations--managers are in great demand. Managers must have a working knowledge of all areas of a business operation and an understanding of people, cultures, and systems.

The Management Degree Program focuses its course content on practical business subjects as well as broad-based general educational courses. These courses are intended to supply the student with the necessary background to enter a wide variety of business fields.

Graduates of the program may enter such career fields as insurance, credit management, retailing, banking, real estate, personnel management, marketing, and sales management.

**The following are A.A.S., Business Administration program statistics for the Olean Business Institute:**

Management: [43-4161 Human Resources Assistants](#) <sup>[1]</sup>, [43-4171 Receptionists & Information Clerks](#) <sup>[2]</sup>, [43-4181 Reservation/Transportation Ticket Agents & Travel Clerks](#) <sup>[3]</sup>, [43-4199 Information & Record Clerks, Other](#) <sup>[4]</sup>, [43-5061 Production, Planning & Expediting Clerks](#) <sup>[5]</sup>, [43-5071 Shipping, Receiving & Traffic Clerks](#) <sup>[6]</sup>, [43-5081 Stock Clerks & Order Fillers](#) <sup>[7]</sup>, [11-2011 Advertising & Promotions Managers](#) <sup>[8]</sup>, [11-2021 Marketing Managers](#) <sup>[9]</sup>, [11-2022 Sales Managers](#) <sup>[10]</sup>, [11-2031 Public Relations & Fundraising Managers](#) <sup>[11]</sup>, [11-3051 Industrial Production Managers](#) <sup>[12]</sup>, [11-9199 Managers, All Other](#) <sup>[13]</sup>, [43-1011 Supervisors - Office & Administrative Support Workers](#) <sup>[14]</sup>, [11-3041 Compensation & Benefits Managers](#) <sup>[15]</sup>, [11-3051 Industrial Production Managers](#) <sup>[12]</sup>, [11-2022 Sales Managers](#) <sup>[10]</sup>

## COST

**Q: How much will this program cost me to complete?**

**A: If you begin this program in 2012, your estimated total costs for the entire program are:**

Tuition and Fees	\$23,860
Books and Supplies:	\$2,000
On-Campus room & board:	Not Applicable

**Q: What's included?**

**A: The cost is based on completion of the program within 2 years for Associate's Degree. Program costs include tuition and fees plus the estimated cost of textbook and supplies.**

## FINANCING

**Q: What are my financing options for the program?**

**A: In addition to any grants and scholarship aid for when they are eligible, 87.5 % of graduates used loans to finance their education. For the 2010-11 award year, the median debt for program graduates was:**

Federal Loan	\$0
Private Loan	\$0
Institutional Financing	\$0

## SUCCESS

**Q: How long will it take me to complete this program?**

**A: This 66-credit program is completed in 4 academic semesters and is generally finished in two years. Evening program students may require an additional semester or summer classes. For 2010-11 award year, NA % of graduates from this program finished within this time.**

**Of the 2010-11 graduates in this program NA % are placed in jobs in their field.**

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**Source URL:** <http://www.obi.edu/AASmanagement>

### Links:

[1] <http://www.bls.gov/soc/2010/soc434161.htm>

[2] <http://www.bls.gov/soc/2010/soc434171.htm>

[3] <http://www.bls.gov/soc/2010/soc434181.htm>

[4] <http://www.bls.gov/soc/2010/soc434199.htm>

[5] <http://www.bls.gov/soc/2010/soc435061.htm>

[6] <http://www.bls.gov/soc/2010/soc435071.htm>

[7] <http://www.bls.gov/soc/2010/soc435081.htm>

- [8] <http://www.bls.gov/soc/2010/soc112011.htm>
- [9] <http://www.bls.gov/soc/2010/soc112021.htm>
- [10] <http://www.bls.gov/soc/2010/soc112022.htm>
- [11] <http://www.bls.gov/soc/2010/soc112031.htm>
- [12] <http://www.bls.gov/soc/2010/soc113051.htm>
- [13] <http://www.bls.gov/soc/2010/soc119199.htm>
- [14] <http://www.bls.gov/soc/2010/soc431011.htm>
- [15] <http://www.bls.gov/soc/2010/soc113041.htm>

## General Business

**Diploma Program :: 33 credit hours**

**(HEGIS Code No. 5005)**

Approximately 60 percent of all employed men and women are working in some capacity in the field of business, according to a recent United States Census Report. Clearly, business ranks among one of the most important career possibilities.

The general business program is an excellent career choice for men and women who desire professional training leading to employment in various fields of business, industry, banking or government. Careers are found in retailing, wholesaling, manufacturing, insurance, transportation, and public utilities. The possible areas of employment and even business ownership are as varied as business itself.

Courses in accounting, management, and business communications help prepare the student for job positions in management, sales and business offices. many courses in this curriculum make use of computers.

Graduates from this diploma program may continue to the final year of the Business Administration / Accounting Associate Degree Program with no loss of time or credit.

**The following are General Business diploma program statistics for the Olean Business Institute:**

General Business: [13-2011 Accountants & Auditors](#) <sup>[1]</sup>, [13-2082 Tax Preparers](#) <sup>[2]</sup>, [43-3021 Billing & Posting Clerks](#) <sup>[3]</sup>, [43-3031 Bookkeeping, Accounting & Auditing Clerks](#) <sup>[4]</sup>, [43-3051 Payroll & Timekeeping Clerks](#) <sup>[5]</sup>, [43-3011 Bill & Account Collectors](#) <sup>[6]</sup>

## COST

Q: How much will this program cost me to complete?

A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and Fees	\$11,630
Books and Supplies:	\$1,000
On-Campus room & board:	\$0

Q: What's included?

A: The cost is based on completion of the program within 1 year for the Diploma. Program costs include tuition and fees plus the estimated cost of textbook and supplies.

## FINANCING

Q: What are my financing options for the program?

A: In addition to any grants and scholarship aid for when they are eligible, NA % of graduates used loans to finance their education. For the 2010-11 award year, the median debt for program graduates was:

Federal Loan	NA
Private Loan	NA
Institutional Financing	NA

## SUCCESS

Q: How long will it take me to complete this program?

A: N/A

Source URL: <http://www.obi.edu/DIPgeneralbusiness>

### Links:

[1] <http://www.bls.gov/soc/2010/soc132011.htm>

[2] <http://www.bls.gov/soc/2010/soc132082.htm>

[3] <http://www.bls.gov/soc/2010/soc433021.htm>

[4] <http://www.bls.gov/soc/2010/soc433031.htm>

[5] <http://www.bls.gov/soc/2010/soc433051.htm>

[6] <http://www.bls.gov/soc/2010/soc43-3011.htm>

## Health Information Specialist

### Associate in Occupational Studies Degree (A.O.S.)

(HEGIS Code No. 5005)

**Degree Program :: 65 credit hours**

Medical offices today need skilled professionals who can manage day-by-day operations, including the electronic submission and storage of health data. Students in the Health Information Specialist program receive training in focused coursework such as medical terminology, medical transcription, medical records, medical billing, medical coding, First Aid, and human anatomy and physiology.

The curriculum in this Associate Degree Program includes complete training in all of the essential skills and knowledge needed in a computerized medical administrative setting. Courses are based on the program guide endorsed by the American health Information Management Association and have been approved by local medical administrators of major hospitals and medical centers.

Graduates of the Health Information Specialist program will be qualified to work in medical records, patient accounts, medical coding, medical transcription, and the insurance and billing department of a medical facility.

**The following are A.A.S., Health Information Specialist program statistics for the Olean Business Institute:**

Health Information Specialist: [11-9111 Medical & Health Services Managers](#) <sup>[1]</sup>, [43-4171 Receptionists & Information Clerks](#) <sup>[2]</sup>, [43-6013 Medical Secretaries](#) <sup>[3]</sup>, [31-9092 Medical Assistants](#) <sup>[1]</sup>, [29-2070 Medical Records & Health Information Technicians](#) <sup>[4]</sup>, [43-6011 Executive Secretaries & Executive Administrative Assistants](#) <sup>[5]</sup>, [31-9094 Medical Transcriptionists](#) <sup>[6]</sup>, [29-2052 Pharmacy Technicians](#) <sup>[7]</sup>, [31-9095 Pharmacy Aides](#) <sup>[8]</sup>, [31-9099 Health Support Workers, All Other](#) <sup>[9]</sup>

## COST

**Q:** How much will this program cost me to complete?

**A:** If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and Fees	\$23,860
Books and Supplies:	\$2,000
On-Campus room & board:	Not Applicable

**Q:** What's included?

**A:** The cost is based on completion of the program within 2 years for Associate's Degree. Program costs include tuition and fees plus the estimated cost of textbook and supplies.

## FINANCING

**Q:** What are my financing options for the program?

**A:** In addition to any grants and scholarship aid for when they are eligible, 40 % of graduates used loans to finance their education. For the 2010-11 award year, the median debt for program graduates was:

Federal Loan	\$4,066
Private Loan	\$0
Institutional Financing	\$0

## SUCCESS

**Q:** How long will it take me to complete this program?

**A:** This 66-credit program is completed in 4 academic semesters and is generally finished in two years. Evening program students may require an additional semester or summer classes. For 2010-11 award year, 95% of graduates from this program finished within this time.

Of the 2010-11 graduates in this program 45 % are placed in jobs in their field.

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**Source URL:** <http://www.obj.edu/AOShealthinfospecialist>

**Links:**

[1] <http://www.bls.gov/soc/2010/soc119111.htm>

[2] <http://www.bls.gov/soc/2010/soc434171.htm>

[3] <http://www.bls.gov/soc/2010/soc436013.htm>

[4] <http://www.bls.gov/soc/2010/soc292071.htm>

[5] <http://www.bls.gov/soc/2010/soc436011.htm>

[6] <http://www.bls.gov/soc/2010/soc319094.htm>

[7] <http://www.bls.gov/soc/2010/soc292052.htm>

[8] <http://www.bls.gov/soc/2010/soc319095.htm>

[9] <http://www.bls.gov/soc/2010/soc319099.htm>

## Health Information Specialist

### Associate in Occupational Studies Degree (A.O.S.)

(HEGIS Code No. 5005)

**Degree Program :: 65 credit hours**

Medical offices today need skilled professionals who can manage day-by-day operations, including the electronic submission and storage of health data. Students in the Health Information Specialist program receive training in focused coursework such as medical terminology, medical transcription, medical records, medical billing, medical coding, First Aid, and human anatomy and physiology.

The curriculum in this Associate Degree Program includes complete training in all of the essential skills and knowledge needed in a computerized medical administrative setting. Courses are based on the program guide endorsed by the American health Information Management Association and have been approved by local medical administrators of major hospitals and medical centers.

Graduates of the Health Information Specialist program will be qualified to work in medical records, patient accounts, medical coding, medical transcription, and the insurance and billing department of a medical facility.

**The following are A.A.S., Health Information Specialist program statistics for the Olean Business Institute:**

Health Information Specialist: [11-9111 Medical & Health Services Managers](#) <sup>[1]</sup>, [43-4171 Receptionists & Information Clerks](#) <sup>[2]</sup>, [43-6013 Medical Secretaries](#) <sup>[3]</sup>, [31-9092 Medical Assistants](#) <sup>[1]</sup>, [29-2070 Medical Records & Health Information Technicians](#) <sup>[4]</sup>, [43-6011 Executive Secretaries & Executive Administrative Assistants](#) <sup>[5]</sup>, [31-9094 Medical Transcriptionists](#) <sup>[6]</sup>, [29-2052 Pharmacy Technicians](#) <sup>[7]</sup>, [31-9095 Pharmacy Aides](#) <sup>[8]</sup>, [31-9099 Health Support Workers, All Other](#) <sup>[9]</sup>

## COST

**Q:** How much will this program cost me to complete?

**A:** If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and Fees	\$23,860
Books and Supplies:	\$2,000
On-Campus room & board:	Not Applicable

**Q:** What's included?

**A:** The cost is based on completion of the program within 2 years for Associate's Degree. Program costs include tuition and fees plus the estimated cost of textbook and supplies.

## FINANCING

**Q:** What are my financing options for the program?

**A:** In addition to any grants and scholarship aid for when they are eligible, 40 % of graduates used loans to finance their education. For the 2010-11 award year, the median debt for program graduates was:

Federal Loan	\$4,066
Private Loan	\$0
Institutional Financing	\$0

## SUCCESS

**Q:** How long will it take me to complete this program?

**A:** This 66-credit program is completed in 4 academic semesters and is generally finished in two years. Evening program students may require an additional semester or summer classes. For 2010-11 award year, 95% of graduates from this program finished within this time.

Of the 2010-11 graduates in this program 45 % are placed in jobs in their field.

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**Source URL:** <http://www.obj.edu/AOShealthinfospecialist>

**Links:**

[1] <http://www.bls.gov/soc/2010/soc119111.htm>

[2] <http://www.bls.gov/soc/2010/soc434171.htm>

[3] <http://www.bls.gov/soc/2010/soc436013.htm>

[4] <http://www.bls.gov/soc/2010/soc292071.htm>

[5] <http://www.bls.gov/soc/2010/soc436011.htm>

[6] <http://www.bls.gov/soc/2010/soc319094.htm>

[7] <http://www.bls.gov/soc/2010/soc292052.htm>

[8] <http://www.bls.gov/soc/2010/soc319095.htm>

[9] <http://www.bls.gov/soc/2010/soc319099.htm>

## Legal Office Assistant

**Diploma Program :: 33 credit hours**

**(HEGIS Code No. 5005)**

The law office requires a competent and efficient assistant to aid the attorney in many important ways, thus permitting the lawyer to devote more time to clients. As the number of attorneys increases, so does the need for trained legal office assistants. A legal office assistant must possess many skills to enable him/her to perform the work required in this area, with a high degree of proficiency.

The objective of the program is to present a curriculum to prepare the student for secretarial positions in the legal profession, including law offices, legal departments of corporations, legal aid centers, governmental agencies, insurance companies, bank trust offices, deed and title companies, and other firms requiring office assistants with legal training.

Emphasis is placed on comprehensive training in the basic secretarial skills as well as specialized courses in legal terminology, dictation, transcription, and records control. The program further emphasizes proper execution of legal forms and procedures, stressing high standards of professional ethics, conduct, and responsibility to the attorney, the client, and the legal profession.

Graduates from this diploma program may continue to the final year of the Paralegal Associate Degree Program with no loss of time or credit.

**The following are Legal Office Assistant diploma program statistics for the Olean Business Institute:**

Legal Office Assistant: [23-2093 Title Examiners, Abstractors & Searchers](#) <sup>[1]</sup>, [23-1011 Lawyers](#) <sup>[2]</sup>, [43-6012 Legal Secretaries](#) <sup>[3]</sup>, [23-2011 Paralegals & legal Assistants](#) <sup>[4]</sup>, [23-2099 Legal Support Workers, Other](#) <sup>[5]</sup>

## COST

Q: How much will this program cost me to complete?

A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and Fees	\$11,630
Books and Supplies:	\$1,000
On-Campus room & board:	\$0

Q: What's included?

A: The cost is based on completion of the program within 1 year for the Diploma. Program costs include tuition and fees plus the estimated cost of textbook and supplies.

## FINANCING

Q: What are my financing options for the program?

A: In addition to any grants and scholarship aid for when they are eligible, NA % of graduates used loans to finance their education. For the 2010-11 award year, the median debt for program graduates was:

Federal Loan	NA
Private Loan	NA
Institutional Financing	NA

## SUCCESS

Q: How long will it take me to complete this program?

A: N/A

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Source URL: <http://www.obj.edu/DIPlegalofficeassistant>

### Links:

[1] <http://www.bls.gov/soc/2010/soc232093.htm>

[2] <http://www.bls.gov/soc/2010/soc231011.htm>

[3] <http://www.bls.gov/soc/2010/soc436012.htm>

[4] <http://www.bls.gov/soc/2010/soc232011.htm>

[5] <http://www.bls.gov/soc/2010/soc232099.htm>

## Medical Office Assistant

**Diploma Program :: 33 credit hours**

**(HEGIS Code No. 5005)**

The need for trained medical office assistants has grown rapidly in recent years and the future looks even brighter. The emphasis on Medicare and Medicaid, health insurance, and the expansion of medical clinics, skilled nursing facilities, nursing homes, hospitals and the detailed requirements of record keeping in physicians' offices, means there will be an unprecedented demand for medical office assistants.

The specialized curriculum of this program prepares the student for secretarial positions in hospitals, doctors' and dentists' offices, medical laboratories, surgical equipment suppliers, insurance companies, and other healthcare facilities.

In addition to developing the student's overall secretarial skills, the program is directed toward specialization in medical terminology and transcription, as well as insurance forms, medical forms, medical records, filing, and billing practices.

Graduates from this diploma program may continue to the final year of the Health Information Specialist Associate Degree Program with no loss of time or credit.

**The following are Legal Office Assistant diploma program statistics for the Olean Business Institute:**

Medical Office Assistant: [43-4171 Receptionists & Information Clerks](#) <sup>[1]</sup>, [43-6013 Medical Secretaries](#) <sup>[2]</sup>, [31-9092 Medical Assistants](#) <sup>[3]</sup>, [43-6011 Executive Secretaries & Executive Administrative Assistants](#) <sup>[4]</sup>, [31-9099 Health Support Workers, All Other](#) <sup>[5]</sup>

## COST

**Q:** How much will this program cost me to complete?

**A:** If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and Fees	\$11,630
Books and Supplies:	\$1,000
On-Campus room & board:	\$0

**Q:** What's included?

**A:** The cost is based on completion of the program within 1 year for the Diploma. Program costs include tuition and fees plus the estimated cost of textbook and supplies.

## FINANCING

**Q:** What are my financing options for the program?

**A:** In addition to any grants and scholarship aid for when they are eligible, 100 % of graduates used loans to finance their education. For the 2010-11 award year, the median debt for program graduates was:

Federal Loan	\$6,469
Private Loan	\$0
Institutional Financing	\$0

## SUCCESS

**Q:** How long will it take me to complete this program?

**A:** This 33-credit program is completed in 2 academic semesters and is generally finished in one year. Evening program students may require an additional semester or summer classes. For 2010-11 award year, 100 % of graduates from this program finished within this time.

Of the 2010-11 graduates in this program 50 % are placed in jobs in their field.

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**Source URL:** <http://www.obi.edu/DIPmedicalofficeassistant>

**Links:**

[1] <http://www.bls.gov/soc/2010/soc434171.htm>

[2] <http://www.bls.gov/soc/2010/soc436013.htm>

[3] <http://www.bls.gov/soc/2010/soc119111.htm>

[4] <http://www.bls.gov/soc/2010/soc436011.htm>

[5] <http://www.bls.gov/soc/2010/soc319099.htm>

## Office Assistant

**Diploma Program :: 33 credit hours**

**(HEGIS Code No. 5005)**

The office assistant field is an excellent career choice for individuals who want interesting positions, good starting salaries, and the security of having business skills that are in demand everywhere. There is the opportunity for responsibility, advancement, professional status, and travel. Our graduates are employed in many areas including government, industry, banking professional offices, retailing, wholesaling, and education.

The courses of study in this program are designed to provide specialized educations in the secretarial sciences. Emphasis is placed on developing the individual student's proficiency in office procedures, use of computers, word processing techniques, and other facets of the professional office.

Graduates from this diploma program may continue to the final year of the Administrative Professional Associate Degree Program with no loss of time or credit.

**The following are Office Assistant diploma program statistics for the Olean Business Institute:**

Office Assistant: [43-6014 Secretaries & Administrative Assistants](#) <sup>[1]</sup>, [43-6011 Executive Secretaries & Executive Administrative Assistants](#) <sup>[2]</sup>, [43-4051 Customer Service Representatives](#) <sup>[3]</sup>, [43-4171 Receptionists & Information Clerks](#) <sup>[4]</sup>, [43-9011 Computer Operators](#) <sup>[5]</sup>, [43-9021 Data Entry Keyers](#) <sup>[6]</sup>, [43-3011 Bill & Account Collectors](#) <sup>[7]</sup>, [43-3021 Billing & Posting Clerks](#) <sup>[8]</sup>, [43-4021 Correspondence Clerks](#) <sup>[9]</sup>, [43-4071 File Clerks](#) <sup>[10]</sup>, [43-4151 Order Clerks](#) <sup>[11]</sup>, [43-4161 Human Resources Assistants](#) <sup>[12]</sup>, [43-9022 Word Processors & Typists](#) <sup>[13]</sup>, [43-9061 Office Clerks, General](#) <sup>[14]</sup>, [43-1011 Supervisors - Office & Administrative Support Workers](#) <sup>[15]</sup>, [43-4199 Information & Record Clerks, Other](#) <sup>[16]</sup>, [43-9199 Office & Administrative Support Workers, All Other](#) <sup>[17]</sup>, [43-9081 Proofreaders & Copy Markers](#) <sup>[18]</sup>

## COST

Q: How much will this program cost me to complete?

A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and Fees	\$11,630
Books and Supplies:	\$1,000
On-Campus room & board:	\$0

Q: What's included?

A: The cost is based on completion of the program within 1 year for the Diploma. Program costs include tuition and fees plus the estimated cost of textbook and supplies.

## FINANCING

Q: What are my financing options for the program?

A: In addition to any grants and scholarship aid for when they are eligible, NA % of graduates used loans to finance their education. For the 2010-11 award year, the median debt for program graduates was:

Federal Loan	NA
Private Loan	NA
Institutional Financing	NA

## SUCCESS

Q: How long will it take me to complete this program?

A: N/A

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Source URL: <http://www.obi.edu/DIPofficeassistant>

### Links:

[1] <http://www.bls.gov/soc/2010/soc436014.htm>

[2] <http://www.bls.gov/soc/2010/soc436011.htm>

[3] <http://www.bls.gov/soc/2010/soc434051.htm>

[4] <http://www.bls.gov/soc/2010/soc434171.htm>

[5] <http://www.bls.gov/soc/2010/soc439011.htm>

- [6] <http://www.bls.gov/soc/2010/soc439021.htm>
- [7] <http://www.bls.gov/soc/2010/soc433011.htm>
- [8] <http://www.bls.gov/soc/2010/soc433021.htm>
- [9] <http://www.bls.gov/soc/2010/soc434021.htm>
- [10] <http://www.bls.gov/soc/2010/soc434071.htm>
- [11] <http://www.bls.gov/soc/2010/soc434151.htm>
- [12] <http://www.bls.gov/soc/2010/soc434161.htm>
- [13] <http://www.bls.gov/soc/2010/soc439022.htm>
- [14] <http://www.bls.gov/soc/2010/soc439061.htm>
- [15] <http://www.bls.gov/soc/2010/soc431011.htm>
- [16] <http://www.bls.gov/soc/2010/soc434199.htm>
- [17] <http://www.bls.gov/soc/2010/soc439199.htm>
- [18] <http://www.bls.gov/soc/2010/soc439081.htm>

# Paralegal

## Associate in Occupational Studies Degree (A.O.S.)

(HEGIS Code No. 5005)

**Degree Program :: 66 credit hours**

The Paralegal field is one of the fastest-growing careers today. Opportunities exist not only in private law offices, but in banks, insurance agencies, real estate offices, government agencies, and courts.

The objective of our two-year program is to prepare the student for the many challenges of the legal office, from proper office procedures to the preparation of the many various legal documents used daily by attorneys. Special emphasis is placed on paralegal studies, particularly civil litigation, domestic relations, real estate transfer, corporate law, and estates and trusts.

Research skills are essential for a successful paralegal, and our program utilizes local law libraries and computer software to develop proper researching abilities for our students. Also included in this program is preparation for the New York State Notary Public examination.

**The following are A.A.S., Paralegal program statistics for the Olean Business Institute:**

Paralegal: [23-2093 Title Examiners, Abstractors & Searchers](#) <sup>[1]</sup>, [23-1011 Lawyers](#) <sup>[2]</sup>, [43-6012 Legal Secretaries](#) <sup>[3]</sup>, [23-2011 Paralegals & legal Assistants](#) <sup>[4]</sup>, [23-2099 Legal Support Workers, Other](#) <sup>[5]</sup>

## COST

**Q:** How much will this program cost me to complete?

**A:** If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and Fees	\$23,860
Books and Supplies:	\$2,000
On-Campus room & board:	Not Applicable

**Q:** What's included?

**A:** The cost is based on completion of the program within 2 years for Associate's Degree. Program costs include tuition and fees plus the estimated cost of textbook and supplies.

## FINANCING

**Q:** What are my financing options for the program?

**A:** In addition to any grants and scholarship aid for when they are eligible, 100 % of graduates used loans to finance their education. For the 2010-11 award year, the median debt for program graduates was:

Federal Loan	\$11,372
Private Loan	\$0
Institutional Financing	\$0

## SUCCESS

**Q:** How long will it take me to complete this program?

**A:** This 66-credit program is completed in 4 academic semesters and is generally finished in two years. Evening program students may require an additional semester or summer classes. For 2010-11 ward year, 33% of graduated from this program finished within this time.

Of the 2010-11 graduates in this program 33 % are placed in jobs in their field.

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**Source URL:** <http://www.obj.edu/AOSparalegal>

**Links:**

[1] <http://www.bls.gov/soc/2010/soc232093.htm>

[2] <http://www.bls.gov/soc/2010/soc231011.htm>

[3] <http://www.bls.gov/soc/2010/soc436012.htm>

[4] <http://www.bls.gov/soc/2010/soc232011.htm>

[5] <http://www.bls.gov/soc/2010/soc232099.htm>