

BUSINESS OFFICE TECHNOLOGY

The Business Office Technology curriculum prepares students for employment and advancement in today's technology intensive office. The curriculum has been planned to accommodate a variety of needs and career paths. In addition to traditional office skills, students will acquire proficiency in using computers and current software to perform a variety of essential administrative functions. Graduates of the program will be prepared to work with management in all types of business environments.

Students wishing to earn a certificate or degree in Business Office Technology select an area of emphasis in either Administrative Assistant or Executive Assistant. The Administrative Assistant curriculum is designed for students who wish to acquire the skills necessary for entry to mid-level administrative support position. The Executive Assistant curriculum is designed for students who wish to prepare themselves for a mid to upper level administrative support position. The Executive Assistant curriculum also prepares students to take the Microsoft Office User Specialist (MOUS) certification examination. With additional training at a baccalaureate level college or university, students may prepare for a position in business education or business management. Note: If certain required proficiencies can be demonstrated, alternate courses may be substituted subject to department approval.

Students wishing to earn a certificate of achievement should complete all courses listed in their chosen area of emphasis. Students wishing to earn a degree should complete all courses listed in their chosen area of emphasis plus 30 units of general education courses and electives to total a minimum of sixty units.

Career Opportunities

<http://www.grossmont.edu/student-services/offices-and-services/careercenter/resources/default.aspx>

Office Coordinator
Budget Manager
Event Coordinator
Quality Controller
Account Assistant
Human Resources Analyst
Legal Assistant
Word Processor
Desktop Publishing Specialist
Secretary: Executive, Medical, Educational, Financial, Government, Technical, Insurance, Small Business

The Program-level Student Learning Outcomes (PSLOs)

below are outcomes that students will achieve after completing specific degree/certificate requirements in this program. Students will:

1. Demonstrate knowledge, skills, and abilities relevant to BOT certificates / degree programs completed.
2. Demonstrate ethical and professional behavior.
3. Demonstrate appropriate human relations and workplace skills.

Associate Degree Major Requirements

Area of Emphasis

Administrative Assistant

Note: All courses must be completed with a letter grade of "C" or higher.

Subject & Number	Title	Units
Business Office Technology 102	Intermediate Keyboarding/ Document Processing	3
or		
Business Office Technology 102A	Intermediate Keyboarding/ Document Processing I	(1.5)
and		
Business Office Technology 102B	Intermediate Keyboarding/ Document Processing II	(1.5)
Business Office Technology 104	Filing and Records Management	1
Business Office Technology 106	Effective Job Search	1
Business Office Technology 107	Office Systems and Procedures	2
Business Office Technology 108	Using Calculators to Solve Business Problems	1
Business Office Technology 110	Business English and Communication	3
Business Office Technology 120 and 121 and 122	Comprehensive Word, Levels I and II and III	3
Business Office Technology 115	Essential Excel	1
or		
Business Office Technology 123 and 124 and 125	Comprehensive Excel, Levels I and II and III	(3)
Business Office Technology 116	Essential Access	1
or		

Business Office Technology 126 and 127 and 128	Comprehensive Access, Levels I and II and III	(3)
Business Office Technology 117	Essential PowerPoint	1
or Business Office Technology 129 and 130 and 131	Comprehensive PowerPoint, Levels I and II and III	(3)
Business Office Technology 118	Integrated Office Projects	1
	<u>Total</u>	18-24

Select ONE (1) of the following courses:

Subject & Number	Title	Units
Business Office Technology 223	Office Work Experience	1
or Business Office Technology 224	Office Work Experience	(2)
or Business Office Technology 225	Office Work Experience	(3)
	<u>Total</u>	1-3

Select a minimum of THREE (3) units from the following courses:

Subject & Number	Title	Units
Business Office Technology 103 A or B or C	Building Keyboarding Skills I or II or III	.5 - 1.5
Business Office Technology 105	Data Entry Skills	1
Business Office Technology 109	Elementary Accounting	3
Business Office Technology 132	Google Applications for Business	3
Business Office Technology 150	Using Microsoft Publisher	1
Business Office Technology 151	Using Microsoft Outlook	1
	<u>Total</u>	3
	Total Required	22-30
	Plus General Education and Elective Requirements	

Area of Emphasis Executive Assistant

Note: All courses must be completed with a letter grade of "C" or higher.

Subject & Number	Title	Units
Business Office Technology 110	Business English and Communication	3
or Business 128	Business Communication	(3)
Business Office Technology 120	Comprehensive Word, Level I	1
Business Office Technology 121	Comprehensive Word, Level II	1
Business Office Technology 122	Comprehensive Word, Level III	1
Business Office Technology 123	Comprehensive Excel, Level I	1
Business Office Technology 124	Comprehensive Excel, Level II	1
Business Office Technology 125	Comprehensive Excel, Level III	1

Business Office Technology 126	Comprehensive Access, Level I	1
Business Office Technology 127	Comprehensive Access, Level II	1
Business Office Technology 128	Comprehensive Access, Level III	1
Business Office Technology 129	Comprehensive PowerPoint, Level I	1
Business Office Technology 130	Comprehensive PowerPoint, Level II	1
Business Office Technology 131	Comprehensive PowerPoint, Level III	1
Business Office Technology 151	Using Microsoft Outlook	1
Business Office Technology 201	Advanced Keyboarding/ Document Processing	3
Business Office Technology 203	Office Project Coordination	1
	<u>Total</u>	20

Select a minimum of THREE (3) units from the following courses:

Subject & Number	Title	Units
Business 110	Introduction to Business	3
Business 115	Human Relations in Business	3
Business 120	Financial Accounting	4
Business 125	Business Law	3
Business 250	Introduction to International Business	3
Business Office Technology 132	Google Applications for Business	3
	<u>Total</u>	3

Select a minimum of ONE (1) unit from the following courses:

Subject & Number	Title	Units
Business Office Technology 103B	Building Keyboarding Skills II	.5
Business Office Technology 103C	Building Keyboarding Skills III	.5
Business Office Technology 150	Using Microsoft Publisher	1
Business Office Technology 280 A-B-C	Preparing for Performance Examinations in Microsoft Word	.5
Business Office Technology 281 A-B-C	Preparing for Performance Examinations in Microsoft Excel	.5
Business Office Technology 282 A-B-C	Preparing for Performance Examinations in Microsoft Access	.5
Business Office Technology 283 A-B-C	Preparing for Performance Examinations in Microsoft PowerPoint	.5
	<u>Total</u>	1
	Total Required	24
	Plus General Education and Elective Requirements	

Certificate of Achievement

Any student who completes the preceding major requirements for Administrative Assistant or Executive Assistant qualifies for a Certificate of Achievement in Business Office Technology. An official request must be filed with the Admissions and Record Office prior to the deadline as stated in the Academic Calendar.

Note: All courses must be completed with a letter grade of "C" or higher.

Certificate of Achievement Business Information Worker

The Business Information Worker Certificate of Achievement is a job readiness pathway or certificate for office workers, developed in conjunction with local employers. Enrolled students are prepared in a broad range of entry-level office skills and applications, which promote success in a variety of office environments. Essential components of the curriculum include a solid foundation in Microsoft Windows and Office, as well as critical thinking, problem solving, and interpersonal skills.

Certificate of Achievement Requirements

Subject & Number	Title	Units
Business Office Technology 100	Basic Keyboarding	1
Business Office Technology 114	Essential Word	1
Business Office Technology 115	Essential Excel	1
Business Office Technology 119	Windows for the Information Worker	2
Business Office Technology 151	Using Microsoft Outlook	1
Business 115	Human Relations in Business	3
Business 128	Business Communications	3
Computer Science Information Systems 110	Principles of Information Systems	4
	Total	16

Any student who chooses to complete only the courses required for the above major qualifies for a certificate in Business Information Worker. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

Certificate of Proficiency

The following Certificates of Proficiency are designed for the student who needs to be prepared to enter an entry-level job. A department-issued certificate may be awarded upon successful completion of a prescribed course of study. These certificates will not appear on a student's transcript.

Note: All courses must be completed with a letter grade of "C" or higher.

Account Clerk

This certificate prepares a beginning student to work in a job that requires bookkeeping skills as well as an ability to provide account clerk support using accounting software. Many jobs at the entry level are available for someone who has training in these two areas.

Note: All courses must be completed with a letter grade of "C" or higher.

Subject & Number	Title	Units
Business Office Technology 101 or Business Office Technology 101A and Business Office Technology 101B	Keyboarding/ Document Processing	3
Business Office Technology 109	Keyboarding/ Document Processing I	(1.5)
Business Office Technology 176	Keyboarding/ Document Processing II	(1.5)
Business Office Technology 109	Elementary Accounting	3
Business Office Technology 176	Computerized Accounting Applications	2

Business Office Technology 179	Microcomputer Accounting Lab	1
	Total	9

Front Office/ Receptionist

The BOT Front Office/ Receptionist certificate would provide an entry-level employment opportunity for a completer that finishes the courses below. These skills are aimed at a student who is seeking a front office/ receptionist related position in an office. This Certificate of Proficiency prepares a beginning student to work in a job that requires basic keyboarding skills, a basic knowledge of filing, and basic office procedures necessary for meeting and greeting the public in person, by telephone, and electronically.

Note: All courses must be completed with a letter grade of "C" or higher.

Subject and Number	Title	Units
Business Office Technology 100 or Business Office Technology 103A and Business Office Technology 103B	Basic Keyboarding	1
Business Office Technology 104 and Business Office Technology 107	Building Keyboarding Skill I (.5) Building Keyboarding Skill II (.5)	.5 .5
Business Office Technology 104	Filing and Records Management	1
Business Office Technology 113	Office Systems and Procedures	2
Business Office Technology 151	Social Media Basics for the Job Seeker	.5
Business Office Technology 172	Using Microsoft Outlook Introduction to Microcomputer Application	1 2
	Total	7.5

Medical Office Assistant

The Medical Office Assistant Certificate of Proficiency provides students with the skills necessary to gain employment in a variety of medical office environments. Students may choose to begin a new career or update existing job skills. Students successfully completing the certificate will be qualified to seek employment as: medical office receptionists, assistants, medical clerical workers, hospital admitting clerks, medical insurance billers, medical insurance coders, and insurance claims processors.

Note: All courses must be completed with a letter grade of "C" or higher.

Subject & Number	Title	Units
Business Office Technology 161	Medical Terminology	3
Business Office Technology 165	Medical Insurance Billing	4.5
Business Office Technology 167	Medical Coding	4
Business Office Technology 170	Medical Office Procedures	6
	Total	17.5

Office Assistant, Level I

This Certificate of Proficiency prepares a beginning student to work in a job that requires keyboarding skills, a basic knowledge of filing, and basic computer skills. It is designed for a student who has not had any computer training and lacks general office background and experience. Students who complete this program would qualify for positions as data entry clerks or entry level office clerical positions.

Note: All courses must be completed with a letter grade of "C" or higher.

Subject & Number	Title	Units
Business Office Technology 101	Keyboarding/ Document Processing	3
or Business Office Technology 101A	Keyboarding/ Document Processing I	(1.5)
and Business Office Technology 101B	Keyboarding/ Document Processing II	(1.5)
Business Office Technology 104	Filing and Records Management	1
Business Office Technology 105	Data Entry Skills	1
Business Office Technology 106	Effective Job Search	1
Business Office Technology 132	Google Applications for Business	3
	<u>Total</u>	<u>9</u>

Office Assistant, Level II

This Certificate of Proficiency is designed for the student who has completed the Office Assistant, Level I Certificate of Proficiency or has the equivalent in keyboarding and computer skills. It prepares students to advance in an office career ladder in which knowledge of Microsoft Office applications is necessary. It is a certificate that leads to the full college certificate for the Administrative Assistant certificate and degree.

Note: All courses must be completed with a letter grade of "C" or higher.

Subject & Number	Title	Units
Business Office Technology 102	Intermediate Keyboarding/ Document Processing	3
or Business Office Technology 102A	Intermediate Keyboarding/ Document Processing I	(1.5)
and Business Office Technology 102B	Intermediate Keyboarding/ Document Processing II	(1.5)
Business Office Technology 107	Office Systems and Procedures	2
Business Office Technology 114	Essential Word	1
Business Office Technology 115	Essential Excel	1
Business Office Technology 116	Essential Access	1
Business Office Technology 117	Essential PowerPoint	1
	<u>Total</u>	<u>9</u>

Office Professional

This Certificate of Proficiency is designed for the first level position in a broad spectrum of office environments. The program provides the basic skills necessary to be a productive employee. It provides the foundation for further study and advancement in the clerical field, which is one of the largest employment areas in our information processing society.

Note: All courses must be completed with a letter grade of "C" or higher.

Subject & Number	Title	Units
Business Office Technology 100	Basic Keyboarding	1
or Business Office Technology 101	Keyboarding/ Document Processing	(3)

or Business Office Technology 101A	Keyboarding/ Document Processing I	(1.5)
and Business Office Technology 101B	Keyboarding/ Document Processing II	(1.5)
or Business Office Technology 102	Intermediate Keyboarding/ Document Processing	(3)
or Business Office Technology 102A	Intermediate Keyboarding/ Document Processing I	(1.5)
and Business Office Technology 102B	Intermediate Keyboarding/ Document Processing II	(1.5)
Business Office Technology 106	Effective Job Search	1
Business Office Technology 107	Office Systems and Procedures	2
Business Office Technology 110	Business English and Communication	3
or Business Office Technology 112	Business Office Correspondence and Office Professionalism	(3)
Business Office Technology 114	Essential Word	1
Business Office Technology 115	Essential Excel	1
	<u>Total</u>	<u>9-11</u>

Office Software Specialist, Level I

This certificate of Proficiency is designed for the student who is interested in working in an administrative support capacity and needs working knowledge of word processing, electronic spreadsheet, database, and presentation software. These courses may also be applied to the Office Assistant Level II Certificate of Proficiency.

Note: All courses must be completed with a letter grade of "C" or higher.

Subject & Number	Title	Units
Business Office Technology 100	Basic Keyboarding	1
Business Office Technology 114	Essential Word	1
or Business Office Technology 120	Comprehensive Word, Level I	(1)
and Business Office Technology 121	Comprehensive Word, Level II	(1)
Business Office Technology 115	Essential Excel	1
or Business Office Technology 123	Comprehensive Excel, Level I	(1)
and Business Office Technology 124	Comprehensive Excel, Level II	(1)
Business Office Technology 116	Essential Access	1
or Business Office Technology 126	Comprehensive Access, Level I	(1)
and Business Office Technology 127	Comprehensive Access, Level II	(1)
Business Office Technology 117	Essential PowerPoint	1
or		

Business Office Technology 129 and Business Office Technology 130	Comprehensive PowerPoint, Level I Comprehensive PowerPoint, Level II	(1) (1)
	Total	5 - 9

Office Software Specialist, Level II

This Certificate of Proficiency is designed for the student who is interested in working in an administrative support capacity and needs thorough knowledge of word processing, electronic spreadsheet, database, and presentation software as well as software integration techniques. Students who complete this proficiency certificate may continue taking courses and earn the Executive Assistant Certificate of Proficiency.

Note: All courses must be completed with a letter grade of "C" or higher.

Subject & Number	Title	Units
Business Office Technology 100	Basic Keyboarding	1
Business Office Technology 118	Integrated Office Projects	1
Business Office Technology 120 or Business Office Technology 114	Comprehensive Word, Level I Essential Word	1 (1)
Business Office Technology 121	Comprehensive Word, Level II	1
Business Office Technology 122	Comprehensive Word, Level III	1
Business Office Technology 123 or Business Office Technology 115	Comprehensive Excel, Level I Essential Excel	1 (1)
Business Office Technology 124	Comprehensive Excel, Level II	1
Business Office Technology 125	Comprehensive Excel, Level III	1
Business Office Technology 126 or Business Office Technology 116	Comprehensive Access, Level I Essential Access	1 (1)
Business Office Technology 127	Comprehensive Access, Level II	1
Business Office Technology 129 or Business Office Technology 117	Comprehensive PowerPoint, Level I Essential PowerPoint	1 (1)
Business Office Technology 130	Comprehensive PowerPoint, Level II	1
	Total	12