

WHY CHOOSE THIS CAREER PATHWAY?

Business office technology is a profession with a future. Job growth for executive secretaries and executive administrative assistants is expected to hold steady over the next several years, with the market for secretaries and administrative assistants expected to be much stronger. The market for receptionists and information clerks, meanwhile, is expected to jump 11 percent in California during the 10-year period ending in 2022.

While the tools and technology used in today's offices have changed over the years, a well-trained office worker continues to help the wheels of commerce and industry turn smoothly day after day. That's why students from the Business Office Technology program are employed doing everything from keeping track of schedules at busy law firms to running offices at colleges and universities.



ABOUT CAREER EDUCATION

The Grossmont-Cuyamaca Community College District offers scores of career education programs in a wide variety of areas such as business office technology, web design, culinary arts and more. Classes are just \$46 per unit, and many programs can be completed in as little as a year.

Projections call for a likely shortage of 1.5 million workers by 2025 with some postsecondary education but less than a bachelor's degree, and career education is a vital component in filling that gap as it provides an accessible pathway to good-paying jobs and offers the kind of hands-on, practical training that employers demand. So what are you waiting for?

QUESTIONS?

Interested in learning more about the Business Office Technology Program at Grossmont College?

PROGRAM COORDINATOR

Barb Gillespie or Linda Snider
Barb.Gillespie@gcccd.edu; 619.644.7984
Linda.Snider@gcccd.edu; 619.644.7816



CAREER EDUCATION
8800 Grossmont College Drive
El Cajon, CA 92020

BUSINESS OFFICE TECHNOLOGY

CAREER EDUCATION AT GROSSMONT COLLEGE



GROSSMONT
COLLEGE

ABOUT BUSINESS OFFICE TECHNOLOGY

Our Business Office Technology program will set you up for employment and advancement in today's technology-intense offices. Besides training you for traditional office skills, the Business Office Technology program at Grossmont College will help you become proficient in using computer software to perform a variety of essential administrative functions. Courses run the gamut from Business Office Correspondence and Office Professionalism to Comprehensive PowerPoint and Microsoft Publisher. Graduates of our program are working with management in all types of business environments around the region.

BOT FLEX LABS

The Business Office Technology Department offers many classes, most of which are available through the computer lab called the Flex Lab, located in the Tech Mall on the Grossmont College campus. All Flex Lab courses are open-entry/open-exit and students are able to select their own hours of attendance to fulfill course requirements. The Flex Lab is perfect for students who need flexibility in their schedule and easy access to a computer and the Internet.

AVAILABLE CAREER PATHS IN THIS PATHWAY

- Administrative Assistant
- Executive Assistant
- Account Clerk
- Front Office Receptionist
- Office Assistant
- Legal Assistant
- Office Coordinator



DEGREES & CERTIFICATES IN BUSINESS OFFICE TECHNOLOGY

The Business Office Technology program offers an associate degree with an emphasis in Administrative Assistant and Executive Assistant. A certificate of achievement is available for Business Information Worker. Certificates of proficiency are available in:

- Account Clerk
- Front Office Receptionist
- Medical Office Assistant
- Office Assistant Level 1 and 2
- Office Professional
- Office Software Specialist Level 1 and 2

WHAT YOU CAN EARN

Executive secretaries and executive administrative assistants are earning more than \$29 per hour in San Diego County for an average income of nearly \$61,000 annually, according to the Bureau of Labor Statistics. Legal secretaries in the region are earning an average of nearly \$50,000 each year. Secretaries and administrative assistants earn an average wage of nearly \$41,000 annually. And receptionists and information clerks are earning a median wage of nearly \$32,000 annually.



HOW TO APPLY AND ENROLL

- Find class schedules and links to apply at gcccd.edu/now
- Log into **WebAdvisor** and register for classes
- Pay fees and **attend your classes!**



WHAT STUDENTS ARE SAYING

"After graduating from high school, I decided that I wanted to continue classes at Grossmont because of the great experience I had and the dedication of the teachers." -*Jelilyah Daniel*