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## 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.

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## Career Opportunities

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

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## Degrees Offered

Administrative Assistant  
Executive Assistant



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## Program Offerings

Medical Office Assistant  
Office Professional Training (O.P.T.) 619-644-7247  
Internship/Work Experience (minimum of 12 units in BOT required)

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## 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. Refer to the current college catalog.

Account Clerk  
Front Office/Receptionist  
Medical Office Assistant  
Office Assistant, Level I  
Office Assistant, Level II  
Office Professional  
Office Software Specialist, Level I  
Office Software Specialist, Level II  
Virtual Office Assistant

The Healthcare Documentation Professional certificate program is in the process of being revised to a certificate of proficiency.

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## 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.*

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## Admission to the Program

When you apply in the Admissions and Records Office, it will generate a registration appointment for WebAdvisor (online registration).

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## Counseling

The Grossmont College Counseling Center is staffed with professional counselors trained to assist students with their educational and career planning, and to help them analyze and solve any personal problems involved in the process. All new students are expected to attend one of the new-student advising sessions.



## Financial Aid

Grossmont College awarded \$11 million in federal, state and institutional financial aid to approximately 25% of our full-time and part-time students last year. We have grants, work, loans and scholarships available. You can apply for financial aid by visiting us online at [www.grossmont.edu/fa](http://www.grossmont.edu/fa) or come by the Financial Aid Office, Room 10-109 in the Student Services and Administration building to pick up an application.

## Student Services

To enhance the quality of instructional programs, and to better assist students in achieving their academic goals, Student Services, in addition to its Admissions, Financial Aid, and Counseling departments, provides the following services: Assessment, Bookstore, Career Planning and Student Employment, Disabled Students Services, EOPS, Health Services, Re-Entry Center, Tutoring and Student Affairs (Associated Students of Grossmont College, Inc.).

For more information on the Business Office Technology Program, please contact:

Linda Snider, Associate Professor  
BOT Coordinator  
619-644-7816

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or

Barb Gillespie

Internship/Work Experience Coordinator  
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or


Mark Pressnall, Associate Professor  
Flex Lab Coordinator  
619-644-7867

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or

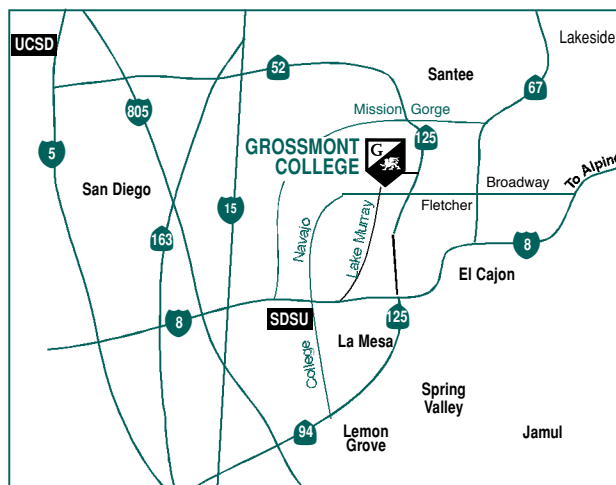
visit our website at [www.grossmont.edu/bot](http://www.grossmont.edu/bot)

or

visit us on  facebook at [Grossmont College/BOT](https://www.facebook.com/GrossmontCollege/BOT)



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Governing Board Members: Greg Barr, Bill Garrett, Edwin Hiel, Debbie Justeson, Mary Kay Rosinski  
Student Members: Christopher Enders, Charles Taylor III  
CHANCELLOR: Cindy L. Miles, Ph.D.  
PRESIDENT: Sunita V. Cooke, Ph.D.

7/2011

The Grossmont-Cuyamaca Community College District does not discriminate on the basis of race, religion, creed, color, nationality, gender, age, or handicap in admission or access to, treatment of, or employment in, its programs and activities.

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COLLEGE

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## Degrees Certificates Programs

