

## WHY CHOOSE THIS CAREER PATHWAY?

Our Business Office Technology program will set you up for employment and advancement in today's technology-intense offices. Besides training 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. Curriculum includes Microsoft Office, Business English Communication, and Google applications. Graduates of our program are working with management in all types of business environments around the region.



## 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. 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

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### Grossmont-Cuyamaca Community College Governing Board Members:

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C A R E E R E D U C A T I O N A T G R O S S M O N T C O L L E G E

# B U S I N E S S O F F I C E T E C H N O L O G Y



G R O S S M O N T  
C O L L E G E

## ABOUT BUSINESS OFFICE TECHNOLOGY - BOT

Located on the Grossmont College campus in El Cajon, California, the BOT program prepares students for employment and advancement in today's technology intensive office.

Administrative and Executive Assistants comprise one of the largest job categories locally and nationally, and the BOT department offers several areas of study related to these job categories as well as many certificate and degree options.

## AVAILABLE CAREER PATHS IN THIS PATHWAY

- Administrative Assistant
- Customer Service Representative
- Executive Assistant
- Account Clerk
- Front Office Receptionist
- Medical Office Assistant
- Office Software Assistant
- Office Coordinator



## DEGREES & CERTIFICATES IN BUSINESS OFFICE TECHNOLOGY

BOT students will gain proficiency in using computers and current software to perform a variety of essential administrative functions in addition to traditional office skills. Graduates will be prepared to work with management in a variety of business settings.

Students pursuing a certificate or degree in BOT can specialize in Administrative Assistant or Executive Assistant.

- The Administrative Assistant curriculum is designed for students to acquire the skills necessary for entry to mid-level administrative support positions.
- The Executive Assistant curriculum is designed for students to prepare themselves for a mid to upper-level administrative support position.
  - This curriculum also prepares students to take the Microsoft Office User Specialist (MOUS) certification examination.

**Associate Degrees:** Administrative Assistant, Executive Assistant

**Certificate of Achievements:** Administrative Assistant, Executive Assistant, Business Information Worker

**Certificate of Proficiency:** Account Clerk, Front Office/Receptionist, Medical Office Assistant, Office Assistant Level I & Level II, Office Professional, Office Software Specialist Level I & Level II

Continue your education at a baccalaureate level college or university to prepare for a position in business education or business management.

## WHAT YOU CAN EARN

Executive Administrative Assistants are earning more than \$29 per hour in San Diego County for an average income of nearly \$73,000 annually, according to the Bureau of Labor Statistics. Legal Administrative Assistants in the region are earning an average of \$50,000 each year. Administrative Assistants earn an average wage of nearly \$47,000 annually. Receptionist and information clerks are earning a median wage of \$36,000.



## HOW TO APPLY AND ENROLL

- Find class schedules and links to apply at [grossmont.edu](http://grossmont.edu)
- Log into WebAdvisor and register for classes
- Pay fees and attend your classes!