

WHY CHOOSE THIS CAREER PATHWAY?

Business office technology is a profession with a future. Job growth for secretaries and administrative assistants is expected to be strong, and the market for receptionists and information clerks 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 graduates 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.

Whether you are interested in embarking on a new career, or if you already are working in the profession and are seeking the skills necessary to move up the ladder, the Business Office Technology Program at Cuyamaca College is here to serve you.



ABOUT CAREER EDUCATION

The Grossmont-Cuyamaca Community College District offers scores of career education programs in a wide spectrum of areas such as business office technology, web design, culinary arts and more. Classes cost just \$46 per unit, and many programs may lead to employment as quickly as within a year.

Projections through 2025 indicate a need for 1.5 million workers with some postsecondary education (but less than a bachelor's degree). Career education is vital to bridging this gap because it provides a pathway to good-paying jobs and supplies the hands-on, practical training employers demand.

So what are you waiting for?

For more information about career education programs at Grossmont and Cuyamaca colleges, visit the web at Grossmont.edu/career-education or Cuyamaca.edu/career-education.

QUESTIONS?

Contact us to learn more about the Business Office Technology program at Cuyamaca College.



PROGRAM CO-CHAIRS

Pat Newman
Phone: (619) 660-4554
pat.newman@gcccd.edu



Mary Sessom
Phone: (619) 660-4362
mary.sessom@gcccd.edu
cuyamaca.edu/bot



C U Y A M A C A
· C O L L E G E ·

CAREER EDUCATION
900 Rancho San Diego Parkway
El Cajon, CA 92019
cuyamaca.edu/career-education

BUSINESS OFFICE TECHNOLOGY

CAREER EDUCATION AT CUYAMACA COLLEGE



C U Y A M A C A
· C O L L E G E ·

ABOUT BUSINESS OFFICE TECHNOLOGY

Courses at the Business Office Technology program at Cuyamaca College prepare you to work in today's technology-intensive business office. Courses run the gamut from Filing and Records Management to Financial Accounting, Comprehensive PowerPoint, Essential Excel, and Using Microsoft Publisher. Emphasis is on the computerized office and development into supervisory positions.

The benefits of the program include instructors currently working in the industry, a student-centered approach to teaching, up-to-date computers and software, and several online courses. Secretaries, executive and administrative assistants are often the first person you see at an office, and if you are interested incorporating the latest in information technology in a business setting, this is a profession for you.

AVAILABLE CAREER PATHS

- Office Manager
- Administrative Assistant
- Bookkeeper
- Customer Service Representative
- Court Clerk
- Executive Assistant
- Information Clerk
- Legal Secretary
- Medical Secretary
- Word Processing Specialist
- Billing Clerk
- Bank Teller

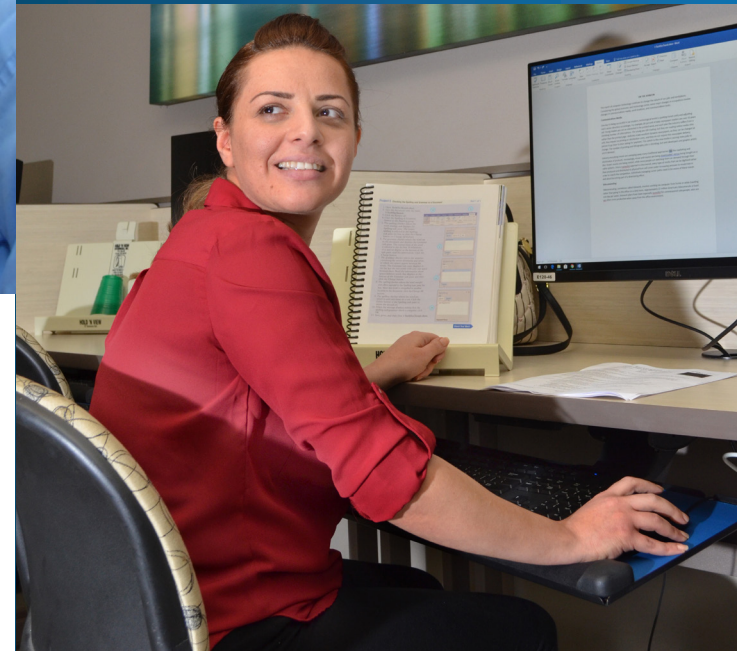


DEGREES & CERTIFICATES IN BUSINESS OFFICE TECHNOLOGY

- Business Office Technology
- Administrative Assistant
- Executive Assistant
- Account Clerk
- Front Office Receptionist
- Office Assistant
- Office Professional
- Office Software Specialist

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. 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

"The Business Office Technology Program has given me the skills to be a valuable asset to my employer, so much so, that I've been promoted three times and have made a career for myself. Without the supportive instructors, lab technicians, and flexible class schedules I would have never been able to complete the program. The program has changed my life and I am forever grateful."
-Laci Diaz

