

BUSINESS OFFICE TECHNOLOGY ASSOCIATE IN SCIENCE AND CERTIFICATE OF ACHIEVEMENT



This degree program prepares students for employment in today's business offices which are technology intensive. The curriculum is also appropriate for those wishing to update current skills. Emphasis is on the computerized office and development into supervisory positions.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Explain the basic language and concepts within the field of business office technology.
- Use computer input devices (e.g., keyboard and mouse) to properly and efficiently create and edit documents in word processing, spreadsheet, and presentation programs such as Word, Excel, and PowerPoint, and electronic communications such as email.

Career Opportunities

Account Clerk
Administrative Assistant
Bank Teller
Billing Clerk
Bookkeeper
Brokerage Clerk
Computer Operator
Court Clerk
Customer Service Representative
Executive Assistant
Executive Secretary
File Clerk
General Office Clerk
Hotel/Motel Desk Clerk
Information Clerk
Insurance Clerk
Legal Secretary
Loan/Credit Clerk
Medical Secretary
Office Manager
Personnel Clerk
Real Estate Clerk
Secretary
Word Processing Specialist

Associate in Science Degree Requirements

Code	Title	Units
BOT-100	Basic Keyboarding	1
BOT-101A & BOT-101B	Keyboarding/Document Processing I and Keyboarding/Document Processing II	3
BOT-102A & BOT-102B	Intermediate Keyboarding/Document Processing I and Intermediate Keyboarding/Document Processing II	3
BOT-107	Office Systems and Procedures	2
BOT-120	Comprehensive Word, Level I	1
BOT-121	Comprehensive Word, Level II	1
BOT-122	Comprehensive Word, Level III	1
BOT-174	Computer Concepts and Applications	3
BUS-128	Business Communication	3
Select at least six units from the following		6
BOT-119	Windows for the Information Worker	
BOT-123	Comprehensive Excel, Level I	
BOT-124	Comprehensive Excel, Level II	
BOT-125	Comprehensive Excel, Level III	
BOT-223	Office Work Experience	
BOT-224	Office Work Experience	
BOT-225	Office Work Experience	
BUS-109 or BUS-120	Elementary Accounting Financial Accounting	
BUS-156	Principles of Management	
BUS-176	Computerized Accounting Applications	
Total Units		24

Plus General Education Requirements (<https://catalog.gcccd.edu/cuyamaca/degree-requirements-transfer-information/>)

Certificate of Achievement

Students who complete only the major requirements above qualify for a Certificate in Business Office Technology. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.