BUSINESS OFFICE TECHNOLOGY EXECUTIVE ASSISTANT ASSOCIATE IN SCIENCE AND CERTIFICATE OF ACHIEVEMENT

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 a 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.

Note: If certain required proficiencies can be demonstrated, alternate courses may be substituted subject to department approval.

Students wishing to earn a certificate of achievement should complete all courses listed in their chosen area of emphasis. Students wishing to earn a degree should complete all courses listed in their chosen area of emphasis plus 30 units of general education courses and electives to total a minimum of sixty units.

Career Opportunities

https://www.grossmont.edu/student-support/career-center/resources.php

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

The Program-level Student Learning Outcomes (PSLOs) below are outcomes that students will achieve after completing specific degree / certificate requirements in this program. Students will:

1. Demonstrate knowledge, skills, and abilities relevant to BOT certificates / degree programs completed.
2. Demonstrate ethical and professional behavior.
3. Demonstrate appropriate human relations and workplace skills.

Associate Degree Major Requirements

Note: All courses must be completed with a letter grade of "C" or higher or "Pass."

Code	Title	Units
BOT-100	Basic Keyboarding	1
BOT-101A	Keyboarding/Document Processing I	1.5
BOT-101B	Keyboarding/Document Processing II	1.5
BOT-102A	Intermediate Keyboarding/Document Processing I	1.5
BOT-102B	Intermediate Keyboarding/Document Processing II	1.5
BOT-110	Business English and Communication	3
or BUS-128	Business Communication	
BOT-120	Comprehensive Word, Level I	1
BOT-121	Comprehensive Word, Level II	1
BOT-122	Comprehensive Word, Level III	1
BOT-123	Comprehensive Excel, Level I	1
BOT-124	Comprehensive Excel, Level II	1
BOT-125	Comprehensive Excel, Level III	1
BOT-126	Comprehensive Access, Level I	1
BOT-127	Comprehensive Access, Level II	1
BOT-128	Comprehensive Access, Level III	1
BOT-129	Comprehensive PowerPoint, Level I	1
BOT-130	Comprehensive PowerPoint, Level II	1
BOT-132	Google Applications for Business	3
BOT-150	Using Microsoft Publisher	1
BOT-151	Using Microsoft Outlook	1
Select a minimum of three (3) units from the following courses:		3
BOT-109	Elementary Accounting	
BUS-110	Introduction to Business	
BUS-115	Human Relations in Business	
BUS-120	Financial Accounting	
BUS-125	Business Law: Legal Environment of Business	
BUS-250	Introduction to International Business	
Total Units		**29**

Plus General Education (https://catalog.gcccd.edu/grossmont/admission-information/general-education-transfer/) and Elective Requirements

Certificate of Achievement

Any student who completes the preceding major requirements for 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.