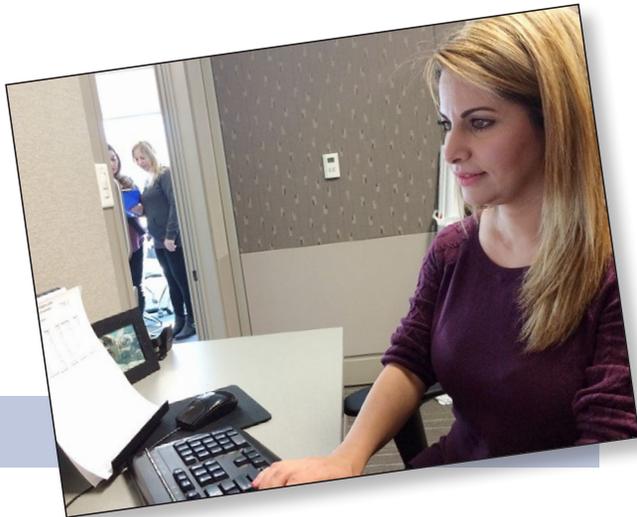


Why choose this career pathway?

A wide range of job opportunities await graduates of Cuyamaca's Business Office Technology, from entry-level office clerks to high-level executive administrative assistants. Job growth for executive secretaries and executive administrative assistants is expected to hold steady over the next several years, with median wages exceeding \$27 per hour in San Diego and more than \$28 per hour in California. That translates to an average annual income of \$56,000 to \$58,000 per year.

Job growth for secretaries and administrative assistants is expected to be much stronger, with median wages in California exceeding \$37,000 a year. The greatest increase expected for office workers is an eleven-percent rise in the demand for receptionists and information clerks during the 10-year period ending in 2022, with their yearly median wage at nearly \$30,000.

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



Making a difference



While our culture has elevated the role of secretaries to that of administrative and executive assistants, the essence of the work remains the same. These are the people who make a first impression on visitors to a business, track schedules, compose and spellcheck correspondence, and take care of the many details required to run an efficient business or office. The tools and technology may have changed, but a well-trained office worker continues to help the wheels of commerce and industry turn smoothly day after day.



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Business Office Technology



C U Y A M A C A
· C O L L E G E ·

Business Office Technology

Isn't it time for you to take care of business? Students who study Business Office Technology at Cuyamaca College are employed in an array of businesses where their responsibilities range from scheduling meetings and executive travel, to managing college and university offices.

The Business Office Technology program at Cuyamaca College covers everything from the ins and outs of Microsoft Word and Excel, to business and accounting. A degree or certificate in Business Office Technology opens doors to flourishing, in-demand careers.



How Do I Apply?

- ✓ First, find more information about this program at www.cuyamaca.edu/bot
- ✓ Complete an online application.
- ✓ View the online orientation.
- ✓ Set an appointment with a counselor to create an education plan focusing on Business Office Technology.

Degrees and Certificates in Business Office Technology

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

Most Cuyamaca coursework is transferable to UC and CSU systems.

Career Opportunities Include

- 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

What Our Students Are Saying



"I am working as a Student Services Assistant in the DSPS Department at Cuyamaca College, and I have received the greatest benefit of anything I can imagine from my courses in Business Office Technology. I feel much more knowledgeable, I'm able to do my job to the best of my ability, and I have a greater sense of self confidence. I feel that my life now is more secure financially, and I am able to continue my education and support my family at the same time. The program is also practical and there is flexibility with my work and school schedule. I am thankful to all the wonderful instructors and staff members who made this all possible."

Lekaa Yaldekko



"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