

BUSINESS OFFICE TECHNOLOGY



MIRACOSTA COLLEGE
Business Office Technology Program
miracosta.edu/bot

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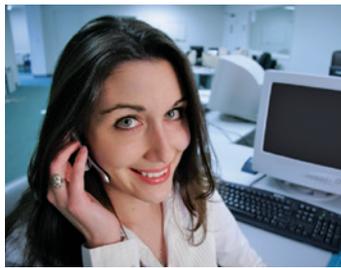
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The Business Office Technology Program offers career and technical education courses for students and working professionals who wish to learn or update specific job skills or obtain specialized certificates in the office/administrative assistant skill area.

For more information, go to miracosta.edu/bot

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BUSINESS OFFICE TECHNOLOGY PROGRAM

MiraCosta College's Business Office Technology Program courses are designed for all who seek to stay current and learn new technology and/or new equipment.

The department offers courses in an online format, allowing students to design a flexible schedule.

MiraCosta College's Business Office Technology Program offers classes in:

- [Introduction to Office Technology](#)
- [Basic Office Skills](#)
- [Management Office Skills](#)
- [Keyboarding](#)
- [10 Keypad](#)
- [Advanced Keyboarding](#)
- [Office Systems & Procedures](#)
- [Word Processing](#)

BUSINESS OFFICE TECHNOLOGY CERTIFICATES & ASSOCIATE DEGREES

MiraCosta College offers a wide range of classes that meet days, evenings, weekends and online. Classes are also offered in an online format, allowing students to design a flexible schedule.

Students may choose to earn one or more of the following certificates, work toward an associate degree, or complete requirements to transfer. For more information about each certificate and associate degree, please contact the Counseling Department at 760.795.6670 or consult the MiraCosta College catalog at catalog.miracosta.edu/disciplines/businessofficetechnology.

Certificate of Proficiency

Certificates of Proficiency are designed to be the first step in a career ladder. They are short-term certificates, typically requiring fewer than 18 units of course work, which introduce students to one aspect of a trade or occupation.

Office Assistant **8-9 units**

Certificates of Achievement

Certificates of Achievement are designed to prepare graduates for immediate employment in specific career areas. The total units required for a certificate varies with each discipline.

Office Manager **23 units**

Secretary/Administrative Assistant **19.5-20.5 units**

Associate Degrees

MiraCosta College's Business Office Technology Program offers the following associate degrees:

Office Manager
Secretary/Administrative Assistant

Students planning to transfer and/or earn a degree should meet with a MiraCosta College counselor before or early in their first semester to identify courses that will meet requirements for transfer. Students interested in earning an A.A. degree must complete a Certificate of Achievement and additional courses listed in the MiraCosta catalog.



"MiraCosta College has been like a letter of recommendation."
—**Mitzy Martinez, MiraCosta College Business Office Technology graduate**

PREPARE FOR A GREAT CAREER!

The skills taught in the Business Office Technology Program—keyboarding, word processing, basic office skills, office systems and procedures and others—are the ticket to immediate part-time or full-time employment.

MiraCosta College Business Office Technology graduates have been hired as administrative assistants; secretaries; clerical, data entry and medical office staff; office managers; customer service representatives; and virtual assistants.

Demand is always high for qualified professionals. Start today on your path to a rewarding career!

