The Business Office Technology program is designed for students interested in acquiring or updating skills in preparation for employment in a business office environment. The smooth functioning of today’s automated office depends on the support of well-trained administrative assistants.

The Business Office Technology certificate prepares students for entry-level office positions. Instruction includes fundamental business knowledge and emphasizes technology skills. Students may use this certificate as a building block to the AAS in Business Office Technology or as a step toward promotion in a current employment situation. Students pursuing other degrees may find this certificate a valuable addition to their resume when applying for employment.


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