BUSINESS OFFICE TECHNOLOGY

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.


Career & Technology Division

New Mexico State University Alamogordo
2400 N. Scenic Drive
Alamogordo, NM 88310

Division Head:
Cathy Aguilar-Morgan

Administrative Assistant:
Michelle Nelson

Office Location:
Science Center (https://www.google.com/maps/d/edit?mid=1SjtAjNN3ZeSpRwW5KdPLdm6ZCR4)

Phone:

eMail:
ctNMSUA@nmsu.edu (ctnmsua@nmsu.edu)

Website:
http://nmsua.edu/career-and-technology/