

**IMPERIAL VALLEY COLLEGE DISTRICT
REVIEW OF CAREER EDUCATION TRAINING PROGRAMS
2019**

BUSINES OFFICE TECHNICIAN

I. Program Description

The Business Office Technician program provides students with entry level competencies for employment in an office environment with the latest technology applications. Students will become team players, communicators, leaders, and self-starters with a high level of organizational skills and confidence. Interpersonal and analytical skills will not only help students do well in the workplace, but also provide possible career advancement opportunities.

A. Degree
Associate in Science, Business Office Technician

B. Certificate
Certificated of Achievement, Business Office Technician

II. Career Opportunities

- Executive Secretaries and Administrative Assistants
- Secretaries, Except Legal, Medical, and Executive

III. Labor Market Demand

The Business Office Technician program at Imperial Valley College meets a documented labor market demand. Employment trends for this field are derived from a variety of sources. These are listed below:

A. Employment Trends (Employment Development Department):

Occupation	TOP Code	SOC Code	Average Job Openings per Year
Customer Service Representatives	0514.00	434051	22
Medical Secretaries	0514.00	436013	12
Tellers	0514.00	433071	10
		Total	44*

*Center of Excellence Imperial County Regional Labor Market Assessment 2016

IV. Other Regional Programs

There are no other similar training programs in Imperial Valley.

V. Employment (Perkins Core Indicator)

Job Placement
2016-2017
77%

VI. Completions/Success

	Degrees		Certificates	
	2017-2018	2018-2019	2017-2018	2018-2019
Business Office Technician	3	3	4	6

VII. Program Evaluation (to be completed by EWD office)

Business Office Technician Program meets the requirements stipulated under the California Education Code, Division 7, Part 48, Chapter 1, Article 1, Section 78016.