

## What Can I Do With a Major in...

# COMPUTER BUSINESS TECHNOLOGY

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Those employed in the Computer Business Technology industry use technology to view, process, and assimilate information for various sectors including business and health care.

### What type of career can I have with this major?

Since this major is so comprehensive, you will have a variety of excellent employment opportunities.

- Administrative Assistant
- Agent and Travel Clerk
- Bank Teller
- Bookkeeper
- Business Office Manager
- Clerical Assistant
- Computer Aide
- Court Reporter
- Credit Authorizer
- Customer Support Supervisor
- Data Base Manager
- Information Management Technologist
- Loan Clerk
- Office Manager
- Phone Operator
- Product Development Manager
- Records Processing Technician
- Switchboard Operator
- System Analyst

### Where can I work?

This profession provides you with a choice of various work environments including government agencies, non-profit organizations, for-profit agencies, public and private companies, and firms.

- Banking Institutions
- Computer Consultants
- Credit Agencies
- Education/Schools
- Financial Institutions
- Health Care Institutions
- Insurance Agencies
- Legal Firms
- News Industries
- Public and Private Businesses
- Police and Security
- Print Shops
- Real Estate Agencies
- Retail Stores
- Small Businesses

### What type of professional organizations and resources are available in this industry?

There are many professional organizations that offer resources, articles, job opportunities, training and conference information. We suggest you visit each organization's website to gather more information and contacts in your field.

- American Society of Information Science and Technology
- Association for Computing Machinery
- Association of Information Technology Professionals
- IEEE Communications Society
- International Facility Management Association
- Network Professional Association

### What type of Computer Business Technology program does San Diego Mesa College offer?

The program at San Diego Mesa College focuses on providing comprehensive training in theory and software application for various careers in business and other industries. Classes offer hands-on training on operating systems, word processing, keyboarding, databases, spreadsheets, desktop publishing, presentation graphics, the internet, HTML and web page creation. Knowledge of these skills and tools will assist students seeking entry-level positions including clerical, data-entry, desk-top publishing, general business assistant, information management technologist, office manager, receptionist, records manager, secretary, services representative and customer support representative. The format of the program is open-entry, open-exit and is self-paced according to the students needs.

- Certificate of Performance: Desktop Publishing | General Office Clerk | Keyboarder/Word Processor
- Certificate of Achievement: Administrative Assistant | Information Management Technology | Microcomputer Applications
- Associate in Science: Administrative Assistant | Information Management Technology | Microcomputer Applications

*See college catalog for program descriptions, course titles, and areas of emphasis.*

## Getting a Degree/Certificate in...

# COMPUTER BUSINESS TECHNOLOGY

### Associates Degrees/Certificates

#### Getting Started

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- Step 1:** [Application](#) - Start by completing the online application for admission
- Step 2:** [Orientation](#) - Complete the online New Student Orientation (Flash player required)
- Step 3:** [Assessment](#) - Visit the Assessment office to learn about English and math testing
- Step 4:** [Advisement](#) - Complete the online First Semester Planning Workshop
- Step 5:** [Registration](#) - Register for classes

#### While You're Taking Classes

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|----------------------------------------------|----------------------|------------------------------|
| Update your resume and craft a cover letter  | Attend job fairs     | Conduct industry research    |
| Look into volunteer/internship opportunities | Perform job searches | Think about transfer options |
- See the Transfer or Career Center for assistance*

### Transfer Options

#### Getting Started

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- Join a professional computer business technology association as a student member
- Identify your intended major at the university(ies) you wish to apply by carefully looking at the program descriptions. This major is also known as: "Computer Information Systems" or "Computer Science"
- Map out where you want to transfer for your computer business technology Bachelor's degree

#### Education Planning

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##### **Fall semester 1<sup>st</sup> year (1-15 units):**

- 1) Attend transfer workshops
- 2) Review articulation agreements
- 3) Map general education (GE) requirements
- 4) Identify 4-year institutions to apply
- 5) Attend a Transfer Fair
- 6) Meet with a counselor

##### **Spring semester 1<sup>st</sup> year (16-30 units):**

- 1) Continue to attend transfer workshops
- 2) Check-in with a counselor to make sure your educational plan is on track
- 3) Seeking tutoring assistance in the academic skills center to keep your grades competitive

##### **Fall semester 2<sup>nd</sup> year (31-45 units):**

- 1) Submit admissions applications to 4-year institutions: Fall for CSU/UC; Early spring for private and out-of-state institutions
- 2) Identify deadlines and due dates for admissions transcripts and other documents

##### **Spring semester 2<sup>nd</sup> year (46-60 units):**

- 1) Identify deadlines and due dates for admissions transcripts and other documents
- 2) Submit your FAFSA between January 1<sup>st</sup>-March 1<sup>st</sup>.
- 3) Turn in your deposit and registration forms to the institution you decide to attend.
- 4) Attend the transfer orientation event(s) at your new campus
- 5) Complete academic coursework and transfer!

#### While You're Taking Classes

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- Update your resume
- Prepare a cover letter
- Complete an internship in computer business technology
- Build your network
- Maintain a strong GPA
- Hold a leadership position in a computer business technology club/society
- Find a mentor
- Conduct informational interviews with individuals in your desired position(s)
- Visit your Career Center as much as possible!