

START HERE FOR A  
GREAT CAREER

CENTRAL COAST  
COLLEGE  
a Legacy Education Institution



## BUSINESS ADMINISTRATIVE SPECIALIST DIPLOMA PROGRAM

If you like working in a busy environment and being part of a team, becoming a **Business Administrative Specialist** might be for you. The **Business Administrative Specialist Diploma Program** is a great place to get trained and complete our program in **less than a year**. Central Coast College ensures you are ready to enter the job market with classes emphasizing office administration and application of accounting principles. Microsoft Office skills training included.

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Program Length: 38 Weeks

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Classroom Hours: 780 Hours (295 Lecture + 335 Lab + 150 Externship)

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### Career Highlights & Opportunity

As a Business Administrative Specialist, your typical workday includes tasks such as preparing reports and documents, bookkeeping, keeping schedules, answering telephones, taking messages and providing information. You will be relied upon for your computer skills and you will need good communication and customer service skills, along with knowledge of office equipment and basic accounting.

The U.S. Bureau of Labor Statistics shows Business Administrative job growth projections the strongest in the healthcare industry. Baby boomers will require more medical services as they age. Medical administration will be needed to handle administrative tasks related to billing and insurance processing of Medicare and other claims. The median pay for Business Administrative Specialists is \$39,850 annually and \$19.16 per hour.

### Accreditation & Approval

Accreditation guarantees students that the programs at Central Coast College meet objective and rigorous third-party standards of educational practices. Central Coast College is accredited through ACCET (the Accrediting Council on Continuing Education and Training) and approved to operate under the BPPE (State of California Bureau for Private Postsecondary Education). The Veterinary Technology program has been awarded Initial Accreditation by the Council on Veterinary Technical Education and Activities of the AVMA (American Veterinary Medical Association).

### Business Administrative Specialist Courses Include:

- + Microsoft Office
- + Written Communications
- + Business Accounting
- + Quickbooks®
- + Spreadsheets for Accounting

## WHY CCC?

Central Coast College has provided hands on, comprehensive training for more than 35 years. We prepare you for a career in a broad scope of opportunities for better job options in the future. Our staff is qualified and caring with a focus on helping you succeed, providing real tools to thrive in your next work environment. Central Coast College provides job placement assistance to all qualified graduates. The college makes no claims guaranteeing employment upon graduation. Federal Financial Aid maybe available to those who qualify.

Let's Get Started  
**Call CCC Today**  
(831) 424-6767

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