



# Business Computing

## WHY STUDY BUSINESS COMPUTING?

You can prepare for a career with our fully online programs!

**Through Coastline's Business Computing Program, you can learn current technologies along with solid business practices to succeed in today's global marketplace.**

All courses are conveniently offered fully online to meet your busy schedule! By earning a certificate in the business computing field, you will gain a full range of computer, customer service, and office procedure skills, as well as essential communication skills to help you to succeed.

## COURSES, CERTIFICATES, AND DEGREES

Coastline offers a wide range of courses to prepare you for the world of work, including:

- Adobe Analytics
- Customer Service/Soft Skills
- Health Information Technology
- Introduction to Windows Operating System
- Medical Administrative Assistant
- Mobile Application Development

You can show potential employers that you have the skills needed to help their business succeed by completing one of our certificates:

### CERTIFICATE OF ACHIEVEMENT

**Business Information Worker:** Prepares students for entry-level office and administrative support in a variety of fields or businesses.

### CERTIFICATES OF ACCOMPLISHMENT

**Medical Administrative Office Technician:** Gets students ready to work in a medical office environment such as a hospital, managed care facility, or private medical office.

**Medical Coding Specialist:** Prepares students to pass Certified Coding Associate (CCA) and/or Certified Coding Specialist (CCS) exams administered by the American Health Information Management Association.

**Mobile Applications:** Provides students with a foundation in the development of mobile applications with an emphasis on the basics of using Operating Systems such as Apple and Android, and a focus on understanding entrepreneurship and business operations.



## BUSINESS COMPUTING CAREERS

- Administrative Assistant
- Customer Service Representative
- Executive Assistant
- General Office Clerk
- Medical Administrative Assistant
- Medical Coding and Billing Specialist
- Receptionist

## EMPLOYMENT OUTLOOK

Examples of jobs and salaries available to Business Computing students with varying courses and certificates include:

### Financial Clerks:

- \$40,540 median annual salary
- 0% job growth projection: 2019-29 (little or no change)

### Receptionists:

- \$30,050 median annual salary
- 4% job growth projection: 2019-29
- (as fast as average)

### Medical Records and Health Information Technicians:

- \$42,630 median annual salary
- 8% job growth projection: 2019-29
- (much faster than average)

Source: <https://.bls.gov>

### Affordable Tuition:

Coastline College is a California Community College, one of the most **affordable education** options and a **great value** compared to private education. Contact our Financial Aid Office at (714) 241-6239 to determine if you qualify for **financial aid**.

To view Coastline's mission, non-discriminatory policies, and accreditation details, please visit:

[www.coastline.edu/about/vision-mission](http://www.coastline.edu/about/vision-mission).

This information is subject to change. For current details, please refer to [coastline.edu](http://coastline.edu) This brochure was funded through Carl D. Perkins V funds.



APPLY ONLINE  
COASTLINE.EDU

## ONLINE AND ONSITE EDUCATION:

**GARDEN GROVE CAMPUS**  
12901 Euclid Street  
Garden Grove CA 92840  
714-241-6209 Ext. 0  
[cte@coastline.edu](mailto:cte@coastline.edu)

For additional information, visit:  
[www.coastline.edu/academics/certificates](http://www.coastline.edu/academics/certificates)

**NEWPORT BEACH CAMPUS**  
1515 Monrovia Avenue  
Newport Beach CA 92663  
714-241-6209 Ext. 0  
[cte@coastline.edu](mailto:cte@coastline.edu)