BUSINESS OFFICE SYSTEMS – CERTIFICATE OF COMPLETION

TOP Code:

0514.00
The curriculum prepares students for entry/intermediate-level clerical jobs and/or transitions into a credit business information technology program. Program covers three disciplines: Clerical/Receptionist, Administrative Assistant, and Bookkeeping. Program will also enable students to make a seamless transition into a credit course or program.

Program Outcomes

- Demonstrate knowledge of effective study skills, workplace skills, and interviewing techniques.
- Effectively communicate, verbally and in written form, in a business office setting.
- Efficiently use and/or integrate the Microsoft Office Suite of products in a business office environment.

Required Courses

Code	Title	Units
BUSN 2601A	COMPUTER KEYBOARDING A	0
BUSN 2601B	COMPUTER KEYBOARDING B	0
BUSN 7301	MICROSOFT WINDOWS AND DIGITAL SKILLS	0
BUSN 7302	MICROSOFT WORD ESSENTIALS FOR THE WORKPLACE	0
BUSN 7303	MICROSOFT EXCEL ESSENTIALS FOR THE WORKPLACE	0
BUSN 7304	FUNDAMENTALS OF OFFICE RECORDS MANAGEMENT AND FILING	0
BUSN 7305	BASIC BUSINESS ENGLISH AND COMMUNICATIONS	0
BUSN 7306	CAREER SKILLS FOR THE WORKPLACE	0
BUSN 7307	BASIC BUSINESS MATH	0
BUSN 7308	BASIC BOOKKEEPING	0