

BUSINESS SKILLS (BUSC)

BUSC 109 - Keyboarding for Computers (1 unit)

Pass/No Pass (P/NP) Only • Total hours: 51 hours lab

Building technical keyboarding skills is necessary for using word processing software, and is also required if using database software, email, or instant message communications. From an academic standpoint, keyboarding skills are essential for students interested in higher levels of education in almost any field. Students develop a productive and proficient use of a computer keyboard through mastery of a touch system of alphanumeric typewriter keys and ten-key calculator number pad. Students learn how to improve their 10-key skills so they can apply these skills to new career opportunities. Work is done on a computer. Not recommended for students with typing knowledge. Successful completion of the course will permit student to consider and apply for careers that include administrative, data entry and customer service oriented positions. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: Non-transferable

BUSC 140 - Computer Applications - Microsoft Office Word (1 unit)

Letter Grade (LG) or Pass/No Pass (P/NP) • Total hours: 51 hours lab

In this introductory course, students use beginning functions of Microsoft Office Word utilizing integrated software, both Web-based and MS Office Suite of applications programs. Word is a popular word-processing program used mainly for creating documents such as brochures, letters, learning activities, quizzes, tests, and students' homework assignments. Word is also widely used in business, making competency in the program a career requirement. This course also supports the attainment of an industry standard Certificate as a Microsoft Office Specialist - Word Associate (MOS). Successful completion of the course will permit students to consider and apply for careers that include marketing, communications, and journalism. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: Non-transferable

BUSC 150 - Computer Applications - Microsoft Office Excel (1 unit)

Letter Grade (LG) or Pass/No Pass (P/NP) • Total hours: 51 hours lab

In this introductory course, students use beginning functions of Microsoft Office Excel utilizing integrated software, both Web-based and MS Office Suite of applications programs. This course also supports the attainment of an industry standard Certificate as a Microsoft Office Specialist - Excel Associate (MOS). Successful completion of the course will permit students to consider and apply for careers that include business or market analysis, risk management, credit policy analysis, and financial analysis. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: Non-transferable

BUSC 160 - Computer Applications - Microsoft Office PowerPoint (1 unit)

Letter Grade (LG) or Pass/No Pass (P/NP) • Total hours: 51 hours lab

In this introductory course, students use beginning functions of Microsoft Office PowerPoint supported by integrated software, both Web-based and MS Office Suite of applications programs. This course also supports the attainment of an industry standard Certificate as a Microsoft Office Specialist - PowerPoint Associate (MOS). Successful completion of the course will permit students to consider and apply for careers that include business specialists, graphic specialists, and communications specialists. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: Non-transferable

BUSC 409 - Keyboarding for Computers (0 units)

Non Credit • Total hours: 51 hours lab

Building technical keyboarding skills is necessary for using word processing software, and is also required if using database software, email, or instant message communications. From an academic standpoint, keyboarding skills are essential for students interested in higher levels of education in almost any field. Students develop a productive and proficient use of a computer keyboard through mastery of a touch system of alphanumeric typewriter keys and ten-key calculator number pad. Students learn how to improve their 10-key skills so they can apply these skills to new career opportunities. Work is done on a computer. Not recommended for students with typing knowledge. Successful completion of the course will permit student to consider and apply for careers that include administrative, data entry and customer service oriented positions. Portions of instruction may be offered online; may also be offered fully online.

Repeatable: Noncredit

BUSC 440 - Computer Applications - Microsoft Office Word (0 units)

Non Credit • Total hours: 51 hours lab

In this introductory course, students use beginning functions of Microsoft Office Word utilizing integrated software, both Web-based and MS Office Suite of applications programs. Word is a popular word-processing program used mainly for creating documents such as brochures, letters, learning activities, quizzes, tests, and students' homework assignments. Word is also widely used in business, making competency in the program a career requirement. This course also supports the attainment of an industry standard Certificate as a Microsoft Office Specialist - Word Associate (MOS). Successful completion of the course will permit students to consider and apply for careers that include marketing, communications, and journalism. Portions of instruction may be offered online; may also be offered fully online.

Repeatable: Noncredit

BUSC 450 - Computer Applications - Microsoft Office Excel (0 units)

Non Credit • Total hours: 51 hours lab

In this introductory course, students use beginning functions of Microsoft Office Excel utilizing integrated software, both Web-based and MS Office Suite of applications programs. This course also supports the attainment of an industry standard Certificate as a Microsoft Office Specialist - Excel Associate (MOS). Successful completion of the course will permit students to consider and apply for careers that include business or market analysis, risk management, credit policy analysis, and financial analysis. Portions of instruction may be offered online; may also be offered fully online.

Repeatable: Noncredit

BUSC 460 - Computer Applications - Microsoft Office PowerPoint (0 units)

Non Credit • Total hours: 51 hours lab

In this introductory course, students use beginning functions of Microsoft Office PowerPoint supported by integrated software, both Web-based and MS Office Suite of applications programs. This course also supports the attainment of an industry standard Certificate as a Microsoft Office Specialist - PowerPoint Associate (MOS). Successful completion of the course will permit students to consider and apply for careers that include business specialists, graphic specialists, and communications specialists. Portions of instruction may be offered online; may also be offered fully online.

Repeatable: Noncredit