

BUSINESS SKILLS

- Computer Applications and Business Skills, Associate in Science
- Computer Applications and Business Skills, Certificate of Achievement
- Microsoft Office Specialist, Certificate of Achievement
- Microsoft Office Specialist, Certificate of Completion

BUSC 109 - Keyboarding (1 unit)

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

Build essential technical keyboarding skills for using word processing software, database software, email, and instant messaging. These skills are crucial for students aiming for higher education in various fields. Through mastering a touch system for alphanumeric keys and the ten-key calculator number pad, students become proficient and productive in their use of a computer keyboard. Enhance 10-key skills and prepare for new career opportunities. All work takes place on a computer, and this course is recommended for students with limited typing knowledge. 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

Use Microsoft Office Word, utilizing integrated software, both in its web-based version and as part of the MS Office Suite. This course prepares students to attain the industry-standard Microsoft Office Specialist - Word (MOS) Certificate. Upon completing the course, students can schedule their MOS Certification exam at an Authorized Certiport Testing Center if they choose to do so. 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

Use Microsoft Office Excel, both in its web-based version and as part of the MS Office Suite. This course prepares students to attain the industry-standard Microsoft Office Specialist - Excel Associate (MOS) Certificate. Upon completing the course, students can schedule their MOS Certification exam at an Authorized Certiport Testing Center if they choose to do so. 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

Use Microsoft Office PowerPoint, utilizing integrated software, both in its web-based version and as part of the MS Office Suite. This course prepares students to attain the industry-standard Microsoft Office Specialist - Word (MOS) Certificate. Upon completing the course, students can schedule their MOS Certification exam at an Authorized Certiport Testing Center if they choose to do so. 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 (0 units)

Non Credit • Total hours: 51 hours lab

Build essential technical keyboarding skills for using word processing software, database software, email, and instant messaging. These skills are crucial for students aiming for higher education in various fields. Through mastering a touch system for alphanumeric keys and the ten-key calculator number pad, students become proficient and productive in their use of a computer keyboard. Enhance 10-key skills and prepare for new career opportunities. All work takes place on a computer, and this course is recommended for students with limited typing knowledge. 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

Use Microsoft Office Word, utilizing integrated software, both in its web-based version and as part of the MS Office Suite. This course prepares students to attain the industry-standard Microsoft Office Specialist - Word (MOS) Certificate. Upon completing the course, students can schedule their MOS Certification exam at an Authorized Certiport Testing Center if they choose to do so. 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

Use Microsoft Office Excel, both in its web-based version and as part of the MS Office Suite. This course prepares students to attain the industry-standard Microsoft Office Specialist - Excel Associate (MOS) Certificate. Upon completing the course, students can schedule their MOS Certification exam at an Authorized Certiport Testing Center if they choose to do so for an additional fee. 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

Use Microsoft Office PowerPoint, utilizing integrated software, both in its web-based version and as part of the MS Office Suite. This course prepares students to attain the industry-standard Microsoft Office Specialist - Word (MOS) Certificate. Upon completing the course, students can schedule their MOS Certification exam at an Authorized Certiport Testing Center if they choose to do so. 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