

# BUSINESS - ENTRY LEVEL OFFICE WORKER, CERTIFICATE OF ACHIEVEMENT

---

The Entry Level Office Worker Certificate of Achievement is designed to develop foundational office skills that prepare students for entry level office employment. Students have the opportunity to earn Microsoft Office Specialist Certifications.

## Learning Outcomes

Upon successful completion of the program, students will be able to:

- Demonstrate office skills for a broad range of entry-level business positions.

## Certificate of Achievement Requirements

Code	Title	Units
<b>Required Core</b>		
BUSC 109	Keyboarding for Computers	1
BUSC 140	Computer Applications - Microsoft Office Word	1
BUSC 150	Computer Applications - Microsoft Office Excel	1
BUSC 160	Computer Applications - Microsoft Office PowerPoint	1
BUSI 64	Customer Service	3
BUSI 70	Business Communication	3
<b>Total Units</b>		<b>10</b>

Please refer to the graduation requirements section of the Catalog for information about degree and certificate requirements including Reading and Writing, Mathematics, Information Competency, and General Education requirements.