

# BUSINESS - ENTRY LEVEL OFFICE WORKER, NONCREDIT CERTIFICATE OF COMPLETION

The Entry Level Office Worker Certificate of Completion is designed to recognize the development of foundational office skills required for entry level office employment. Courses included in this certificate prepare students to take corresponding Microsoft Office Specialist industry certification exams.

## 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.

## Noncredit Certificate of Completion Requirements

Code	Title	Units
<b>Required Core</b>		
BUSC 409	Keyboarding for Computers (51 Hours)	0
BUSC 440	Computer Applications - Microsoft Office Word (51 Hours)	0
BUSC 450	Computer Applications - Microsoft Office Excel (51 Hours)	0
BUSC 460	Computer Applications - Microsoft Office PowerPoint (51 Hours)	0
BUSI 464	Customer Service (51 Hours)	0
Total Hours		255
<b>Total Units</b>		<b>0</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.