

# BUSINESS - OFFICE ADMINISTRATION, CERTIFICATE OF ACHIEVEMENT

The Office Administration program adds to the foundation skills of the Business Information Worker Certificate of Achievement to prepare students for a higher level of responsibility, to include functions in bookkeeping entries, more advanced word processing and spreadsheet skills, and a choice of other business skills often used within the scope of an office administration position. The productivity tools learned through this program are immediately applicable to office administration positions and will enhance effectiveness far into the future of any business career. Earning the Associate-level degree adds the additional dimension of general education.

## Learning Outcomes

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

- Produce documents and process information utilizing Microsoft Office.
- Apply basic information system concepts in a business environment.
- Demonstrate professional communication and appropriate office etiquette.
- Utilize business accounting software.
- Perform additional activities typically assigned to office personnel.

## Certificate of Achievement Requirements

Code	Title	Units
<b>Required Core</b>		
Select one of the following:		0-1
BUSC 109	Keyboarding for Computers	
or typing proficiency test with a typing speed of 40 wpm with 5 or fewer errors in 5 minutes (0)		
BUSI 70	Business Communication	3
CSIS 1	Computer Information Systems	3
<b>MS Office Paths</b>		
Select one track from the following:		3
<b>Track 1:</b>		
BUSC 140	Computer Applications - Microsoft Office Word	
BUSC 150	Computer Applications - Microsoft Office Excel	
BUSC 160	Computer Applications - Microsoft Office PowerPoint	
<b>Track 2:</b>		
CSIS 50 & CSIS 50L	MS Office Applications and MS Office Applications Lab	
<b>Soft Skills</b>		
Select one of the following soft skills courses:		3
BUSI 22	Effective Leadership in Business	
BUSI 64	Customer Service	
<b>Computerized Accounting Skills</b>		
BUSI 120B	QuickBooks Online Accounting Software	3

### Business Responsibility Area

Select two of the following business responsibility area courses not already selected above: 6

BUSI 20	Introduction to Business
BUSI 22	Effective Leadership in Business
BUSI 54	Introduction to E-Marketing
BUSI 110	Business Mathematics

**Total Units** 21-22

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.