

Computer Business Office Technology: Office Skills

Award Type: Certificate of Accomplishment

Computer Business Office Skills is designed to provide the basic clerical and customer service skills needed to work in an office. Computer skills such as word processing and presentation software are emphasized along with customer service skills. This certificate contains six courses and is intended to allow students to move quickly into an office position.

The graduate of the Certificate of Accomplishment in Computer Business Office Technology: Office Skills will:

- Demonstrate the use of software applications to accomplish appropriate tasks.
- Communicate clearly and professionally.
- Apply proper administrative operations and procedures for business.
- Analyze and solve problems related to administrative operations.

Program Requirements

A total of 4 units is required for the certificate. Required core courses:

Course Number	Course Title	Units
BUS 362	Management: People Skills	0.5
BUS 377	Managing Service Quality	0.5
CBOT 360	Word - Basics	1.0
CBOT 361	Intro to PowerPoint	1.0
CBIS 371	Intro to Excel	1.0