

Computer Business Office Technology: Word/Information Processing

Award Type: Certificate of Achievement

Word/Information Processing, is designed to provide specialized training for the development of the skills needed for those in management positions that want to enhance their technical office skills. Training includes administrative office procedures with emphasis on word processing, desktop publishing and presentation graphics.

The graduate of the Certificate of Achievement in Computer Business Office Technology: Word/Information Processing will:

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

Program Requirements

A major of 24 units is required for the certificate.

Required core courses (15 units):

Course Number	Course Title	Units
CBOT 131	Introduction to Word Processing	3.0
CBOT 132	Advanced Word Processing	3.0
CBOT 333	Business Desktop Publishing	3.0
CBOT 334	Administrative Office Procedures	3.0
CBOT 337	Presentation Design - PowerPoint	3.0
	or	
CBIS 337	Presentation Design - PowerPoint	3.0

Plus a minimum of 9 units selected from the following:

Course Number	Course Title	Units
ACCT 105	Introduction to Accounting	3.0
BUS 101	Introduction to Business	3.0
BUS 160	Business Communications	3.0
CBIS 141	Microsoft Excel-Comprehensive	3.0
CBIS 142	Microsoft Access-Comprehensive	3.0
BUS 372	Workplace Diversity	0.5
BUS 377	Managing Service Quality	0.5
CWE 149	Cooperative Work Experience	1.0 - 8.0 units
	OCCUPATIONAL	