Business Office Technologies

Business Office Technologies AA

The Business Office Technologies program offers a variety of certificates and an AA degree program that guide students toward successful employment in business and government.

Program Student Learning Outcomes

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

- demonstrate accurate text and data entry using a standard keyboard and/or numeric keypad at expected entry-level occupation production rate.
- organize correspondence and locate business documents by applying the 12 alphabetic and numeric filing rules.
- compose complex business letters, reports and employment applications choosing the appropriate delivery means.
- demonstrate utilization of a variety of prevailing Microsoft office applications.
- assess business situations from a manger's prospective.

Associate Degree Requirements:

- Complete a minimum of 18 semester units in a major or area of emphasis
- Complete Local General Education and District requirements
- Complete elective units for total of 60 degree applicable semester units
- Complete all required courses for the major or area of emphasis, English, and math with a "C" or better
- Obtain an overall minimum grade point average of 2.0

Course #	Title	Units
Required Core Courses		
BUS-002	Introductory Keyboarding	
BUS-003	Intermediate Keyboarding	
BUS-013A	Word for Windows I	
BUS-013B	Word for Windows II	
BUS-020	Introduction to Business	
BUS-050	Employability Skills	1
BUS-052	Ten-Key Mastery	1
BUS-067	Filing & Records Management	
CIS-008	Microcomputer Operating Environment: Windows	
CIS-021	Desktop Publishing	3
CIS-034	Introduction to Spreadsheets	
Electives	BUS 001A, 015X, 018, 024, 035, 055, CIS 007, 019B	3
	Total	**29**

*This is a **recommended sequence** of courses for timely completion of this program. Entry in to transfer level English and is math required to follow this recommended sequence. Please see your counselor to formalize your personalized educational plan or for alternative planning.*

SEMESTER 1	SEMESTER 2	SEMESTER 3	SEMESTER 4
ENG-001A	BUS-003	CIS-008	BUS-028
MATH-045	BUS-013A & 013B 3	CIS-021	BUS-067
BUS-002	BUS-050	CIS-034	BUS ELECTIVE 3
BUS-052	AREA-C 3	BUS-020	ELECTIVE 001-049 6
AREA-E 3	AREA-D 3	AREA-B 3	**14**
15	ELECTIVE-001-049 2	ELECTIVE-001-049 3	
	15	**16**	