

## Office Assistant Certificate of Achievement (formerly BIW Certificate)

Completion of this certificate will prepare students for entry-level employment in business office environments using Microsoft Office applications. A grade of 'C' or better is required in all courses.

### PROGRAM OUTCOMES:

**OUTCOME 1:** Use a computer operating system and computer applications for word processing, electronic spreadsheet creation, database management, multimedia presentations, and electronic personal management.

**OUTCOME 2:** Achieve personal development and responsibility for entering the job market.

Students are prepared in a broad range of entry-level office skills and applications which promote success in a variety of office environments.

<i>Required Courses</i>		<i>Units</i>
<i>CIS A090*</i>	Beginning Computer Keyboarding I (or test out)	1.5
<i>CIS A092</i>	Beginning Computer Keyboarding II	1.5
<i>CIS A100</i>	Introduction to Computer Applications	3
<i>BUS/CIS A134</i>	Excel 1	2
<i>BUS A138</i>	Business English	3
<i>BUS 149</i>	Office Procedures	2
<i>CIS 137</i>	Outlook	2
	Total Units	15