

BOT 174	Computer Concepts and Applications	3
or		
CIS 110	Principles of Information Systems	4
ECON 110	Economic Issues & Policies	3
or		
ECON 120	Principles of Macroeconomics	3
	Total Required	25-29
	Plus General Education Requirements	

Certificate of Achievement

Students who complete only the major requirements above qualify for a Certificate in Business-General. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

IV. ENTREPRENEURSHIP-SMALL BUSINESS MANAGEMENT

This degree program provides a course of study for students who are interested in developing an appreciation and understanding of the functional areas within the small business environment. The degree provides a working knowledge of small business operations to both the prospective business person as well as the owner/manager of an existing business.

Program Learning Outcomes

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

- Recognize and appropriately respond to ethical and legal concerns relating to human resource and organizational management.
- Identify and analyze business problems or entrepreneurial opportunities and effectively communicate recommendations for courses of actions.
- Demonstrate an understanding of the requirements to start a new venture, including the basics of leadership, team building, finance, marketing and management.

CAREER OPPORTUNITIES

- Small Business Owner/Manager
- Entrepreneur
- Intrapreneur (acting as an entrepreneur within a large company)
- Franchisee
- Consultant
- Assistant Manager
- Small Business Specialist
- Associate Account Manager
- Small Business Developer
- Business Assistant Coordinator

Associate in Science Degree Requirements:

Course	Title	Units
BUS 109	Elementary Accounting	3
or		
BUS 120	Financial Accounting	4
BUS 110	Introduction to Business	3
BUS 111	Entrepreneurship: Starting and Developing a Business	3
BUS 125	Business Law: Legal Environment of Business	3
BUS 128	Business Communication	3
		15-16

Select two of the following:

BUS 112	Craft Entrepreneur	2
BUS 115	Human Relations in Business	3
BUS 156	Principles of Management	3
BUS 176	Computerized Accounting Applications	2
		4-6

Select at least three units from the following:

BOT 114	Essential Word	1
BOT 115	Essential Excel	1
BOT 116	Essential Access	1
BOT 117	Essential PowerPoint	1
BOT 132	Google Applications for Business	3
BOT 174	Computer Concepts and Applications	3
		3
	Total Required	22-25
	Plus General Education Requirements	

Certificate of Achievement

Students who complete only the major requirements above qualify for a Certificate in Entrepreneurship-Small Business Management. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

V. CRAFT INDUSTRIES ENTREPRENEURSHIP

Certificate of Specialization

The Craft Industries program is designed to provide those entering this highly charged business environment with the basic skills to make it happen. Each student will build their business from the bottom up by understanding the standards and innovative solutions to the practical components of establishing any operational business model. The program is unique; it incorporates the traditional entrepreneurship theory mixed with down-to-earth tools and applications, while keeping in sight its ultimate goal of providing a means for the student to launch their craft business.

Program Learning Outcomes

Upon successful completion of this certificate, students will be able to:

- Demonstrated understanding of the Craft Industry's environment and its relationship to the many facets of entrepreneurship.
- Demonstrated competency in management practices, in particular business's role in achieving sustainability, and ethical and civic responsibility.

ENTREPRENEURSHIP OPPORTUNITIES

- Small businesses that include:
- Breweries and Brewpubs
- Coffee Shops and Roasters
- Artisan Foods
- Cultivation and Production Management
- Handmade Textiles
- Manufacturing and Production
- Material Suppliers for Artisans

Certificate Requirements:

Core Curriculum:

Course	Title	Units
BUS 112	Craft Entrepreneur	2
BUS 111	Entrepreneurship: Starting and Developing a Business	3
BUS 125	Business Law: Legal Environment of Business	3
BUS 109	Elementary Accounting	3
		11

Select at least four units from the following:

BOT 107	Office Systems and Procedures	2
BOT 114	Essential Word	1
BOT 115	Essential Excel	1
BOT 117	Essential PowerPoint	1
BOT 132	Google Applications for Business	3
BOT 151	Using Microsoft Outlook	1
		4
	Total Required	15

BUSINESS OFFICE TECHNOLOGY

I. BUSINESS OFFICE TECHNOLOGY

This degree program prepares students for employment in today's business offices which are technology intensive. The curriculum is also appropriate for those wishing to update current skills. Emphasis is on the computerized office and development into supervisory positions.

Program Learning Outcomes

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

- Explain the basic language and concepts within the field of business office technology.
- Use computer input devices (e.g., keyboard and mouse) to properly and efficiently create and edit documents in word processing, spreadsheet, and presentation programs such as Word, Excel, and PowerPoint, and electronic communications such as email.

CAREER OPPORTUNITIES

- Account Clerk
- Administrative Assistant
- Bank Teller
- Billing Clerk
- Bookkeeper
- Brokerage Clerk
- Computer Operator
- Court Clerk
- Customer Service Representative
- Executive Assistant
- Executive Secretary
- File Clerk
- General Office Clerk
- Hotel/Motel Desk Clerk
- Information Clerk
- Insurance Clerk
- Legal Secretary
- Loan/Credit Clerk
- Medical Secretary
- Office Manager
- Personnel Clerk
- Real Estate Clerk
- Secretary
- Word Processing Specialist

Associate in Science Degree Requirements:

Course	Title	Units
BOT 100	Basic Keyboarding	1
BOT 101AB	Keyboarding/ Document Processing I-II	3
BOT 102AB	Intermediate Keyboarding/ Document Processing I-II	3
BOT 107	Office Systems and Procedures	2
BOT 120-122	Comprehensive Word Levels I-III	3
BOT 174	Computer Concepts and Applications	3
BUS 128	Business Communication	3
		18

Select at least six units from the following:

BOT 119	Windows for the Information Worker	2
BOT 123-125	Comprehensive Excel Levels I-III	3
BOT 223-225	Office Work Experience	1-3
BUS 109	Elementary Accounting	3
or		
BUS 120	Financial Accounting	4
BUS 156	Principles of Management	3
BUS 176	Computerized Accounting Applications	2
		6
	Total Required	24
	Plus General Education Requirements	

Certificate of Achievement

Students who complete only the major requirements above qualify for a Certificate in Business Office Technology. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

II. ADMINISTRATIVE ASSISTANT

This degree program prepares students for employment in today's business offices which are technology intensive. The curriculum is also appropriate for those wishing to update current skills. Emphasis is on the computerized office and development into supervisory positions.

Program Learning Outcomes

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

- Explain the basic language and concepts within the field of business office technology.
- Use computer input devices (e.g., keyboard and mouse) to properly and efficiently create and edit documents in word processing, spreadsheet, and presentation programs such as Word, Excel, and PowerPoint, and electronic communications such as email.

Associate in Science Degree Requirements:

Course	Title	Units
BOT 100	Basic Keyboarding	1
BOT 101AB	Keyboarding/Document Processing I-II	3
BOT 104	Filing and Records Management	1
BOT 106	Effective Job Search	1
BOT 107	Office Systems and Procedures	2
BOT 114	Essential Word	1
or		
BOT 120-122	Comprehensive Word Levels I-III	3
BOT 115	Essential Excel	1
or		
BOT 123-125	Comprehensive Excel Levels I-III	3
BOT 116	Essential Access	1
or		
BOT 126-128	Comprehensive Access Levels I-III	3
BOT 117	Essential PowerPoint	1
or		
BOT 129-130	Comprehensive PowerPoint Levels I-II	2
BOT 118	Integrated Office Projects	1
BOT 223-225	Office Work Experience	1-3
BUS 128	Business Communication	3
		<u>17-26</u>

Select at least five units from the following:

BOT 103ABC	Building Keyboarding Skill I, II, III	.5
BOT 132	Google Applications for Business	3
BOT 133	Adobe Acrobat for the Workplace	1
BOT 150	Using Microsoft Publisher	1
BOT 151	Using Microsoft Outlook	1
BUS 109	Elementary Accounting	3
BUS 120	Financial Accounting	4
		<u>5-5.5</u>
Total Required		22-31.5
Plus General Education Requirements		

Certificate of Achievement

Students who complete only the major requirements above qualify for a Certificate in Administrative Assistant. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

III. EXECUTIVE ASSISTANT

This degree program prepares students for employment in today's business offices which are technology intensive. The curriculum is also appropriate for those wishing to update current skills. Emphasis is on the computerized office and development into supervisory positions.

Program Learning Outcomes

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

- Explain the basic language and concepts within the field of business office technology.
- Use computer input devices (e.g., keyboard and mouse) to properly and efficiently create and edit documents in word processing, spreadsheet, and presentation programs such as Word, Excel, and PowerPoint, and electronic communications such as email.

Associate in Science Degree Requirements:

Course	Title	Units
BOT 100	Basic Keyboarding	1
BOT 101AB	Keyboarding/Document Processing I-II	3
BOT 102AB	Intermediate Keyboarding/Document Processing I-II	3
BOT 120-122	Comprehensive Word Levels I-III	3
BOT 123-125	Comprehensive Excel Levels I-III	3
BOT 126-128	Comprehensive Access Levels I-III	3
BOT 129-130	Comprehensive PowerPoint Levels I-II	2
BOT 151	Using Microsoft Outlook	1
BUS 128	Business Communication	3
		<u>22</u>

Select at least three units from the following:

BOT 132	Google Applications for Business	3
BUS 109	Elementary Accounting	3
BUS 110	Introduction to Business	3
BUS 115	Human Relations in Business	3
BUS 120	Financial Accounting	4
BUS 125	Business Law: Legal Environment of Business	3
		<u>3-4</u>

Select at least three units from the following:

BOT 103ABC	Building Keyboarding Skill I, II, III	.5
BOT 119	Windows for the Information Worker	2
BOT 133	Adobe Acrobat for the Workplace	1
BOT 150	Using Microsoft Publisher	1
		<u>3-3.5</u>
Total Required		28-29.5
Plus General Education Requirements		

Certificate of Achievement

Students who complete only the major requirements above qualify for a Certificate in Executive Assistant. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

CERTIFICATE OF ACHIEVEMENT

1. BUSINESS INFORMATION WORKER

The Business Information Worker Certificate of Achievement is a job readiness pathway or certificate for office workers, developed in conjunction with local employers. Enrolled students are prepared in a broad range of entry-level office skills and applications which promote success in a variety of office environments. Essential components of the curriculum include a solid foundation in Microsoft Windows and Office, as well as critical thinking, problem solving, and interpersonal skills.

Program Learning Outcomes

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

- Use computer input devices to properly and efficiently create and edit documents in word processing and spreadsheet programs, such as Word and Excel, and electronic communications such as email.
- Work effectively, respectfully, ethically and professionally with people of diverse ethnic, cultural, gender and other backgrounds, and with people of different organizational roles, social affiliations, and personalities.
- Communicate effectively and professionally in business situations through physical or virtual presence, writing, speaking, and electronic media.

Certificate Requirements

Course	Title	Units
BOT 100	Basic Keyboarding	1
BOT 114	Essential Word	1
BOT 115	Essential Excel	1
BOT 119	Windows for the Information Worker	2
BOT 151	Using Microsoft Outlook	1
BUS 115	Human Relations in Business	3
BUS 128	Business Communication	3
CIS 110	Principles of Information Systems	4
Total Required		<u>16</u>

Certificate of Achievement

Students who complete the requirements above qualify for a Certificate in Business Information Worker. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

CERTIFICATES OF SPECIALIZATION:

Students who complete the requirements below qualify for a certificate in that area of emphasis. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

I. ACCOUNT CLERK

This certificate prepares a beginning student to work in a job that requires bookkeeping skills as well as an ability to provide account clerk support using accounting software. Many jobs at the entry level are available for someone who has training in these two areas.

Program Learning Outcomes

Upon successful completion of this certificate, students will be able to:

- Explain the basic concepts of using computerized accounting software in the relevant field of business.
- Appropriately use the vocabulary and accounting procedures specific to the workplace.
- Use computer input devices, e.g., keyboard or mouse, to efficiently and competently use accounting software specific to the relevant field of business.

Certificate Requirements:

Course	Title	Units
BOT 101AB	Keyboarding/Document Processing I-II	3
BUS 109	Elementary Accounting	3
or		
BUS 120	Financial Accounting	4
BUS 176	Computerized Accounting Applications	2
Total Required		<u>8-9</u>

II. FRONT OFFICE RECEPTIONIST

This certificate would provide an entry-level employment opportunity for a student that finishes the following courses. These skills are aimed at a student who is seeking a front office receptionist-related position in an office. This certificate prepares a beginning student to work in a job that requires basic keyboarding skills, a basic knowledge of filing, and basic office procedures necessary for meeting and greeting the public in person, by telephone, and electronically.

Program Learning Outcomes

Upon successful completion of this certificate, students will be able to:

- Explain the basic concepts of business office procedures relevant to an entry-level front office receptionist position.
- Appropriately use the vocabulary specific to an entry-level front office receptionist position.
- Use computer input devices, e.g., keyboard or mouse, to efficiently and competently use the software specific to the relevant field of business.

Certificate Requirements:

Course	Title	Units
BOT 100	Basic Keyboarding	1
or		
BOT 103AB	Building Keyboarding Skill I-II	1
BOT 104	Filing and Records Management	1
BOT 107	Office Systems and Procedures	2
BOT 151	Using Microsoft Outlook	1
BOT 174	Computer Concepts and Applications	3
	Total Required	8

III. OFFICE ASSISTANT LEVEL I

This certificate prepares students for positions that require keyboarding skills, basic knowledge of filing, and basic computer skills. It is designed for students with no prior computer training and who lack general office background and experience. Upon completion, students will qualify for positions as data entry clerks or other entry level office clerical positions.

Program Learning Outcomes

Upon successful completion of this certificate, students will be able to:

- Explain the basic language and concepts within the field of business office technology.
- Use computer input devices (e.g., keyboard and mouse) to properly and efficiently create and edit documents in word processing, spreadsheet, and presentation programs such as Word, Excel, and PowerPoint, and electronic communications such as email.

Certificate Requirements:

Course	Title	Units
BOT 100	Basic Keyboarding	1
BOT 101AB	Keyboarding/ Document Processing I-II	3
BOT 104	Filing and Records Management	1
BOT 119	Windows for the Information Worker	2
BOT 132	Google Applications for Business	3
	Total Required	10

IV. OFFICE ASSISTANT LEVEL II

This certificate is designed for students who have completed the Office Assistant Level I certificate or have the equivalent in keyboarding and computer skills. It prepares students for advancement in office careers in which knowledge of Microsoft Office applications is required.

Program Learning Outcomes

Upon successful completion of this certificate, students will be able to:

- Explain the basic language and concepts within the field of business office technology.
- Use computer input devices (e.g., keyboard and mouse) to properly and efficiently create and edit documents in word processing, spreadsheet, and presentation programs such as Word, Excel, and PowerPoint, and electronic communications such as email.

Certificate Requirements:

Course	Title	Units
BOT 102AB	Intermediate Keyboarding/ Document Processing I-II	3
BOT 107	Office Systems and Procedures	2
BOT 114	Essential Word	1
BOT 115	Essential Excel	1
BOT 116	Essential Access	1
BOT 117	Essential PowerPoint	1
	Total Required	9

V. OFFICE PROFESSIONAL

This certificate is designed for students interested in entry-level positions in a broad spectrum of office environments. Utilizing a short-term, intensive format, students are provided with the basic skills necessary to be productive employees. The curriculum provides the foundation for further study and advancement in the clerical field, which is one of the largest employment areas in our information processing society.

Program Learning Outcomes

Upon successful completion of this certificate, students will be able to:

- Explain the basic language and concepts within the field of business office technology.
- Use computer input devices (e.g., keyboard and mouse) to properly and efficiently create and edit documents in word processing, spreadsheet, and presentation programs such as Word, Excel, and PowerPoint, and electronic communications such as email.

Certificate Requirements:

Course	Title	Units
BOT 100	Basic Keyboarding	1
or		
BOT 101AB	Keyboarding/ Document Processing I-II	3
or		
BOT 102AB	Intermediate Keyboarding/ Document Processing I-II	3
BOT 106	Effective Job Search	1
BOT 107	Office Systems and Procedures	2
BOT 114	Essential Word	1
BOT 115	Essential Excel	1
BUS 128	Business Communication	3
	Total Required	9-11

VI. OFFICE SOFTWARE SPECIALIST LEVEL I

This certificate is designed for students interested in working in an administrative support capacity who need working knowledge of word processing, electronic spreadsheet, database and presentation software. These courses may also be applied to the Office Assistant Level II certificate.

Program Learning Outcomes

Upon successful completion of this certificate, students will be able to:

- Explain the basic language and concepts within the field of business office technology.
- Use computer input devices (e.g., keyboard and mouse) to properly and efficiently create and edit documents in word processing, spreadsheet, and presentation programs such as Word, Excel, and PowerPoint, and electronic communications such as email.

Certificate Requirements:

Course	Title	Units
BOT 100	Basic Keyboarding	1
BOT 114	Essential Word	1
or		
BOT 120-121	Comprehensive Word, Levels I-II	2
BOT 115	Essential Excel	1
or		
BOT 123-124	Comprehensive Excel, Levels I-II	2
BOT 116	Essential Access	1
or		
BOT 126-127	Comprehensive Access, Levels I-II	2
BOT 117	Essential PowerPoint	1
or		
BOT 129-130	Comprehensive PowerPoint, Levels I-II	2
	Total Required	5-9

VII. OFFICE SOFTWARE SPECIALIST LEVEL II

This certificate is designed for students interested in working in an administrative support capacity who need working knowledge of word processing, electronic spreadsheet, database and presentation software as well as software integration techniques. Students who complete the certificate may continue taking courses to earn the Executive Assistant Certificate of Achievement.

Program Learning Outcomes

Upon successful completion of this certificate, students will be able to:

- Explain the basic language and concepts within the field of business office technology.
- Use computer input devices (e.g., keyboard and mouse) to properly and efficiently create and edit documents in word processing, spreadsheet, and presentation programs such as Word, Excel, and PowerPoint, and electronic communications such as email.

Certificate Requirements:

Course	Title	Units
BOT 100	Basic Keyboarding	1
BOT 118	Integrated Office Projects	1
BOT 120	Comprehensive Word, Level I	1
or		
BOT 114	Essential Word	1
BOT 121	Comprehensive Word, Level II	1
BOT 122	Comprehensive Word, Level III	1
BOT 123	Comprehensive Excel, Level I	1
or		
BOT 115	Essential Excel	1
BOT 124	Comprehensive Excel, Level II	1
BOT 125	Comprehensive Excel, Level III	1
BOT 126	Comprehensive Access, Level I	1
or		
BOT 116	Essential Access	1
BOT 127	Comprehensive Access, Level II	1
BOT 129	Comprehensive PowerPoint, Level I	1
or		
BOT 117	Essential PowerPoint	1
BOT 130	Comprehensive PowerPoint, Level II	1
	Total Required	12