Program Outcomes: Upon successful completion of this program a student will be able to:

- successfully demonstrate oral and written skills used in the job searching process.
- create, edit and format a variety of business documents.
- demonstrate proficiency in using personal management software.
- demonstrate ability to use a variety of record management techniques.

Required Major Courses (28 units)

- BUS-50 – Introduction to PC Applications 4.0
- BUS-110 – Beginning Keyboarding & Formatting 2.0
  OR
  - BUS-110A – Beginning Keyboarding 1.0
  AND
  - BUS-110B – Beginning Formatting and Document Processing 1.0
- ENG-102 – Composition and Reading for CTE 3.0
- BUS-135 – Professional Office Skills 4.0
- BUS-172 – Machine Calculations 1.0
- MAT-106 – Integrated Mathematics 3.0
- BUS-136 – Personal Information Management 2.0
- BUS-150.15 – Word Processing 3.0
- BUS-173 – Filing Procedures and Records Management 3.0
- BUS-190 – Career Management 3.0

TOTAL: 28 UNITS

GAINFUL EMPLOYMENT INFORMATION:

See the certificate program cost and the employment outlook for graduates by clicking the link below:
http://www.hartnell.edu/gainful-employment-certificate-programs-0

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html