

BUSINESS OFFICE TECHNOLOGY – BOOKKEEPING (CT.BOTB)

CERTIFICATE OF ACHIEVEMENT

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

- demonstrate proficiency in selecting and using appropriate business software applications and tools.
- prepare and deliver business documents and presentations in appropriate form, format, and language.
- solve problems and make decisions collaboratively or independently.

Required Major Courses (30 units)

- BUS-50 – Introduction to PC Applications 4.0
- BUS-110 – Beginning Keyboarding & Document Formatting 2.0

OR

- BUS-110A – Beginning Keyboarding 1.0

AND

- BUS-110B – Beginning Formatting and Document Processing 1.0

- BUS-135 – Professionalism Office Skills 4.0
- BUS-150.25 – Electronic Spreadsheets 3.0
- BUS-152 – Introduction to Accounting 4.0
- BUS-154 – Computerized Accounting 3.0
- BUS-172 – Business Machine Calculations 1.0
- BUS-173 – Filing Procedures and Records Management 3.0
- BUS-190 – Career Management 3.0
- ENG-102 – Composition and Reading for CTE 3.0

Other Required Courses

- ENG-101* – Intermediate Composition and Reading 3.0
- OR**
- ESL-101 – Academic Writing and Reading II 5.0
 - MAT-106** – Integrated Mathematics 3.0

TOTAL: 30 UNITS

*Eligibility for ENG-1A or ENG-1AX fulfills this requirement.

**Eligibility for MAT-123 or any higher level math class fulfills this requirement.

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/faq/get-price-calculator.html>