

BUSINESS OFFICE TECHNOLOGY – INFORMATION PROCESSING (CT.BST)

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 application 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 (27 units)

<input type="checkbox"/> BUS-50 – Introduction to PC Applications	4.0
<input type="checkbox"/> BUS-111 – Intermediate Office Skills	3.0
<input type="checkbox"/> BUS-135 – Professionalism Office Skills	4.0
<input type="checkbox"/> BUS-140A & B – Keyboarding Speed and Accuracy	1.0
<input type="checkbox"/> BUS-150.15 – Word Processing	3.0
<input type="checkbox"/> BUS-172 – Business Machine Calculations	1.0
<input type="checkbox"/> BUS-173 – Filing Procedures and Records Management	3.0
<input type="checkbox"/> BUS-177 – Proofreading and Editing Skills	3.0
<input type="checkbox"/> BUS-190 – Career Management	2.0
<input type="checkbox"/> ENG-102 – Composition and Reading for CTE	3.0

Other Required Courses

<input type="checkbox"/> ENG-101* – Intermediate Composition and Reading	3.0
OR	
ESL-101 – Academic Writing and Reading II	5.0
<input type="checkbox"/> MAT-106** – Integrated Mathematics	3.0

TOTAL: 27 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/fa/net-price-calculator.html>