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)

☐	BUS-50 – Introduction to PC Applications	4.0
☐	BUS-111 – Intermediate Office Skills	3.0
☐	BUS-135 – Professionalism Office Skills	4.0
☐	BUS-140A & B – Keyboarding Speed and Accuracy	1.0
☐	BUS-150.15 – Word Processing	3.0
☐	BUS-172 – Business Machine Calculations	1.0
☐	BUS-173 – Filing Procedures and Records Management	3.0
☐	BUS-177 – Proofreading and Editing Skills	3.0
☐	BUS-190 – Career Management	2.0
☐	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: 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.