COMPUTER BUSINESS OFFICE TECHNOLOGY CERTIFICATE OF ACHIEVEMENT

CA General Office

The General Office certificate program prepares students for employment as entry-level general office clerks in a variety of business settings as support staff. This program gives an entry-level employee the solid foundational skills needed in an office. This program increases students' efficiency, speed and accuracy in typing while increasing technical skills and confidence in a variety of software. Students are also introduced to organizational behavior and interpersonal skills.

Career Opportunities

This program is for individuals who seek entry-level employment as a General Office Clerk or Information Clerk in the business environment. According to CTE Launchboard data, projected job openings in the Mid-Peninsula region for Office Technology/Office Computer Applications surpass 875 positions each year.

Program Learning Outcomes

Students completing this program will be able to:

1. Develop the computer skills and confidence to obtain employment.
2. Develop the ability and knowledge to plan, design, create, edit, integrate, and manage business documents using current technology.
3. Utilize current supporting technology, according to industry standards, to increase workplace effectiveness.

Major: Core and Selective Requirements

Complete Core Courses, 10.5 units		Units
BUS. 101	Human Relations in the Workplace	3 units
CBOT 432	Introduction to Computer Applications	3 units
CBOT 448	Using Microsoft Windows	1.5 units
CBOT 472	Beginning Word Processing	1.5 units
CBOT 475	Using Outlook	1.5 units

Selectives Courses, choose a minimum of 1.5 units from the following:		Units
CBOT 415	Beginning Computer Keyboarding	1.5 units
CBOT 417	Skill Building	1.5 units
CBOT 474	Intermediate Word Processing	1.5 units
CBOT 476	Adobe Acrobat	1.5 units