

# PROGRAM OF STUDY

## Office Skills for Business Certificate of Achievement

Berkeley City College's Office Skills for Business certificate allows you to learn the latest computer software and office technologies. You also develop communications and problem-solving skills that help you to compete for jobs in today's business world. The training you receive will prepare you for work in small or large organizations, with the public or private sector. Berkeley City College's business instructors are professionals who have extensive experience in their fields. They work in concert with you and with your counselor to ensure that you receive the best possible training.

### Career Opportunities in

in a wide variety of occupational choices. Job Options include Administrative Assistant, Customer Services Representative, Data Entry Technician, Executive Assistant, Front Desk Coordinator/Receptionist, and Retail Customer Service.

#### Required Courses

BUS 005	Human Relations in Business	3
BUS 019	Business Communications	3
CIS 001	Introduction to Computer Information Systems	4
CIS 042A	Spreadsheet Applications I	2
CIS 042B	Spreadsheet Applications II	2
CIS 237	Introduction to the Internet	1
CIS 245A	Introduction to Microsoft Access	1.5
CIS 246	Introduction to Powerpoint	1.5
ENGL 001A	Composition and Reading	4

#### One-Year Course Sequence Beginning in the Fall Semester

**Units**

*You can use the following pattern to complete a Certificate of Achievement in Office Skills for Business. This is only one possible pattern. If you wish to earn a certificate, you must participate in the Student Success Program (Matriculation), which includes assessing academic skills and developing a Student Education Plan (SEP) with a counselor. This plan will map your sequence of courses to help you complete your certificate regardless of the semester you begin classes.*

#### 1st Semester/Fall

**Units**

BUS 005	Human Relations in Business	3
CIS 001	Introduction to Computer Information Systems	4
ENGL 001A	Composition and Reading	4

#### 2nd Semester/Spring

**Units**

BUS 019	Business Communications	3
CIS 042A	Spreadsheet Applications I	2
CIS 042B	Spreadsheet Applications II	2
CIS 237	Introduction to the Internet	1
CIS 245A	Introduction to Microsoft Access	1.5
CIS 246	Introduction to Powerpoint	1.5

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### Total Units

**22**