



INDUSTRY CERTIFICATIONS

ADVANCED LEVEL

MID LEVEL

ENTRY LEVEL

ACCOUNTING/BOOKKEEPING

NONCREDIT Certificate - Computerized Accounting Specialist (690-720 hours)

Core courses:
COMP 9857 MS Office Business Applications w/ Simulated Projects (90 hours)
COMP 9904 Microsoft Excel for Business II (45 hours)
COMP 9932 Excel for Accounting Principles (45 hours)
COMP 9928 PowerPoint for Business (45 hours)
BOSS 4500 Business English I (45 hours)
BOSS 4501 Business English II (45 hours)
BOSS 4510 Business Communications (45 hours)
BOSS 5500 Keyboarding for Computers (45 hours)
Choose one of the following accounting courses or course combinations:
ACBO 9203 Principles of Accounting - Comprehensive (180 hours)
ACBO 9201 Accounting I - Proprietorship and Partnership (90 hours) **and** ACBO 9202 Accounting II - Corporate (90 hours)
ACBO 9206 Basic Accounting Concepts I (45 hours) **and** ACBO 9207 Basic Accounting Concepts II (45 hours) **and** ACBO 9202 Accounting II - Corporate (90 hours)

Choose one of the following QuickBooks courses or course combinations:
ACBO 9205 Quickbooks Complete (90 hours)
ACBO 9208 QuickBooks: Level 1 (45 hours) **and** ACBO 9209 QuickBooks: Level 2 (45 hours)
Choose one of the following job prep/skills courses:
BOSS 3500 Job Preparation (45 hours)
CRER 1062 Job Search Skills (15 hours)

OFFICE TECHNOLOGY

Advanced Level Certificate

NONCREDIT Certificate - Microsoft Office Specialist (630-675 hours)

Required courses:
BOSS 5500 Keyboarding for Computers (45 hours)
WOPR 9995 Microsoft Word for Business I (45 hours)
WOPR 9996 Microsoft Word for Business II (45 hours)
COMP 9900 Microsoft Excel for Business I (45 hours)
COMP 9904 Microsoft Excel for Business II (45 hours)
COMP 9901 Microsoft Access for Business I (45 hours)
COMP 9910 Microsoft Access for Business II (45 hours)
COMP 9936 Outlook for Office Support (45 hours)
COMP 9928 PowerPoint for Business (45 hours)
BOSS 5509 Office Procedures for the 21 st Century (45 hours)
BOSS 4510 Business Communications (45 hours)

Choose one of the following keyboarding courses:
BOSS 5501 Keyboarding: Skill Development (90 hours)
BOSS 5502 Clerical Keyboarding (90 hours)
Students may satisfy this requirement by passing an examination in keyboarding.

Choose one of the following electives:
COMP 9909 Microsoft Excel for Business III (45 hours)
COMP 9857 MS Office Business Applications w/ Simulated Projects (90 hours)
COMP 9938 Publisher for Business Desktop Publishing (45 hours)

WEB APPS

NONCREDIT Certificate - Computer Applications for Business (555-585 hours)

Required Courses:
BOSS 5501 Keyboarding: Skill Development (90 hours)
BOSS 5509 Office Procedures for the 21 st Century (45 hours)
BOSS 4510 Business Communications (45 hours)
COMP 9245 Computer Literacy - Basic Level (30 hours)
COMP 9964 Microsoft Outlook Essentials (15 hours)
BOSS 4500 Business English I (45 hours)
BOSS 4501 Business English II (45 hours)
Choose one of the following job preparation courses
BOSS 3500 Job Preparation (45 hours)
CRER 1062 Job Search Skills (15 hours)
Choose five courses from one of the following clusters:
Cluster A: Business Productivity (Office Applications)
COMP 9967 Google Apps for Business I (45 hours)
COMP 9968 Google Apps for Business II (45 hours)
WOPR 9995 Microsoft Word for Business II (45 hours)
COMP 9900 Microsoft Excel for Business I (45 hours)
COMP 9904 Microsoft Excel for Business II (45 hours)
COMP 9901 Microsoft Access for Business I (45 hours)
COMP 9910 Microsoft Access for Business II (45 hours)
COMP 9938 Publisher for Business Desktop Publishing (45 hours)

Cluster B: Business Productivity (Dynamic Media)
COMP 9928 PowerPoint for Business (45 hours)
COMP 9944 Acrobat for Bus/Office (45 hours)
COMP 9959 Photoshop Elements (45 hours)
COMP 9922 Flash for Bus/Office Presentations (45 hours)
COMP 9899 Desktop Publishing for Business I (45 hours)
COMP 9936 Outlook for Office Support (45 hours)

Cluster C: Business Productivity (Web Page Development)
COMP 9933 Building Business Web Pages with Adobe Web Standard-Level I (45 hours)
COMP 9934 Building Business Web Pages with Adobe Web Standard-Level II (45 hours)
COMP 9935 Business Web Graphics (45 hours)
COMP 9919 Using Dreamweaver for Basic Business Web Pages (45 hours)
COMP 9920 Using SharePoint Designer (Expression Web) for Basic Web Pages (45 hours)
COMP 9922 Flash for Bus/Office Presentations (45 hours)
COMP 9944 Acrobat for Bus/Office (45 hours)
COMP 9959 Photoshop Elements (45 hours)
COMP 9936 Outlook for Office Support (45 hours)
COMP 9907 Desktop Publishing for Business II (45 hours)

Mid Level Certificate

NONCREDIT Certificate - QuickBooks & Spreadsheets (375 hours)

Required courses:
BOSS 5500 Keyboarding for Computers (45 hours)
BOSS 5506 Computer Keyboarding: The Numeric Keypad (15 hours)
COMP 9900 Microsoft Excel for Business I (45 hours)
COMP 9904 Microsoft Excel for Business II (45 hours)
COMP 9932 Excel for Accounting Principles (45 hours)

Choose one of the following Accounting courses or course combinations:
ACBO 9201 Accounting I - Proprietorship and Partnership (90 hours)
ACBO 9206 Basic Accounting Concepts I (45 hours) **and** ACBO 9207 Basic Accounting Concepts II (45 units)
Choose one of the following Quickbooks courses or course combinations:
ACBO 9205 Quickbooks Complete (90 hours)
ACBO 9208 QuickBooks: Level 1 (45 hours) **and** ACBO 9209 QuickBooks: Level 2 (45 hours)

NONCREDIT Certificate - Excel Specialist (225 hours)

BOSS 2500 Business Math with Spreadsheets I (45 hours)
COMP 9932 Excel for Accounting Principles (45 hours)
COMP 9900 Microsoft Excel for Business I (45 hours)
COMP 9904 Microsoft Excel for Business II (45 hours)
COMP 9909 Microsoft Excel for Business III (45 hours)

NONCREDIT Certificate - Clerical Support Specialist

NONCREDIT Certificate - Advanced Word Processing

NONCREDIT Certificate - Construction Administrative Support

NONCREDIT Certificate - Business Web Pages, Intermediate

Entry Level Certificate

NONCREDIT Certificate - Basic Computer Concepts (135 hours)

BOSS 5500 Keyboarding for Computers (45 hours)
COMP 9905 Intro to Windows for MS Office Applications (45 hours)
COMP 9921 The Internet and Social

NONCREDIT Certificate - Excel Basics (225 hours)

Required courses:
BOSS 2500 Business Math with Spreadsheets I (45 hours)
COMP 9932 Excel for Accounting Principles (45 hours)
COMP 9900 Microsoft Excel for Business I (45 hours)
COMP 9904 Microsoft Excel for Business II (45 hours)
COMP 9909 Microsoft Excel for Business III (45 hours)

NONCREDIT Certificate - Basic Business Skills in the Medical Office (450 hours)

Required courses:
BOSS 4500 Business English I (45 hours)
BOSS 4510 Business Communications (45 hours)
BOSS 5500 Keyboarding for Computers (45 hours)
BOSS 5509 Office Procedures for the 21 st Century (45 hours)
BUSG 9901 Business Vocabulary (45 hours)
COMP 9900 Microsoft Excel for Business I (45 hours)
COMP 9908 Computer & Web-based Applications* (45 hours)
COMP 9928 PowerPoint for Business (45 hours)
COMP 9936 Outlook for Office Support (45 hours)
WOPR 9995 Microsoft Word for Business II (45 hours)
*** Students must complete 6 sections of COMP 9908 (MediSoft Level 1, Level 2, Level 3, Level 4, Level 5, and Level 6).**

Certificate of Achievement - Small Business (72 hours)

Required courses:
SMBU 9419 Developing a Business Plan (18 hours)
SMBU 9467 Getting Started in Business (18 hours)
Choose two of the following elective courses:
SMBU 9476 Green and Sustainable Small Business (18 hours)
SMBU 9792 Small Business Management (18 hours)
SMBU 9793 Small Business Marketing and Sales (18 hours)
SMBU 9799 Technology for Small

NONCREDIT Certificate - Business Office Support Skills

Required courses:
AAPS 1111 Orientation to Noncredit Certificate Programs (10 hours)
BOSS 5509 Office Procedures for the 21 st Century (45 hours)
BOSS 4500 Business English I (45 hours)
BOSS 4501 Business English II (45 hours)
BOSS 4510 Business Communications (45 hours)
BOSS 5501 Keyboarding: Skill Development* (90 hours)
WOPR 9995 Microsoft Word for Business I (45 hours)
WOPR 9996 Microsoft Word for Business II (45 hours)
COMP 9900 Microsoft Excel for Business I (45 hours)
COMP 9904 Microsoft Excel for Business II (45 hours)
COMP 9901 Microsoft Access for Business I (45 hours)

NONCREDIT Certificate - Business Office Publishing Basics

NONCREDIT Certificate - Business Web Pages Basics

INTEGRATED STUDENT SUPPORTS

ADVANCED LEVEL

MID LEVEL

ENTRY LEVEL

JOBS AND WAGES

ADVANCED LEVEL

MID LEVEL

ENTRY LEVEL

-Bookkeeping, Accounting, and Auditing Clerks, \$16.53-\$26.62/hr

-Secretaries and Administrative Assistants, Except Legal, Medical and Executive, \$15.06-\$23.95/hr