
Accelerated Business Essentials

Objective: An ambitious, short-term program designed to upgrade existing skills and to produce administrative assistants with a variety of highly marketable skills. A 50-hour internship is included. This program is tailored for those with previous college education and/or work experience to meet the demands of today's employer. In keeping with the philosophy of the College, the emphasis in this program is placed on vocational skills.

Prerequisites: (1) Net keyboarding speed of 30 WPM on a 5-minute timing, and (2) College transcript indicating completion of 30 semester units or résumé outlining three years of office work experience.

Note: All units in this program are transferable to the Specialized Associate Degree – Office Administration program.

Expected Educational Outcomes: Upon completing the Accelerated Business Essentials program, students will have demonstrated:

1. A working knowledge of computer programs used in the modern business office including word processing and spreadsheets.
2. Competence in using language arts to write and/or produce mailable documents and correspondence.
3. The ability to use office procedures, management skills, and critical thinking in the modern office.
4. An understanding of ethical and professional practices of the modern office.

Diploma awarded upon successful completion of all graduation requirements.

Program Outline: Requirements for Graduation

Empire College
3035 Cleveland Avenue
Santa Rosa, CA 95403
707-546-4000
www.empcol.edu



Accelerated Business Essentials

Program Outline: Requirements for Graduation

Class No.	Class Title	Qtr.		Class No.	Class Title	Qtr.	
		Hours	Units			Hours	Units
AC160A	Fundamentals of Accounting IA	25	2.5	EN300A	Business Correspondence I	25	1.0
AC16LA	Fundamentals of Accounting IA Lab	25	1.0	GB101	Career Transitions	25	2.5
BM141	Math Review	25	1.0	GB132A	Dynamics of the Office Professional	25	2.5
BM142	Business Math	25	2.5	GB132B	Records Management	25	2.5
CM050A	Introduction to the Internet	25	1.0	GB132C	Professional Office Communications	25	2.5
CM100	Computer Literacy	25	2.5	MN230A	Corporate Travel Planning	25	2.5
CM127B	Introduction to Microsoft Word I	25	1.0	MN230B	Finance Basics for the Office Professional	25	2.5
CM127C	Introduction to Microsoft Word II	25	1.0	MN230C	Career Planning and Advancement	25	2.5
CM144A	Beginning MS Word	25	1.0	MN330A	Professional Development I- Internship	25	0.5
CM144B	Intermediate MS Word	25	1.0	MN330B	Professional Development II- Internship	25	0.5
CM166A	Beginning Excel	25	1.0				
EN100A	Business English IA - Grammar	25	2.5		Total:	625	45.0
EN100B	Business English IB - Grammar	25	2.5		Total Weeks/Quarters		
EN200A	Business English IIA - Punctuation	25	2.5		Daytime:	25/2.5	
EN200B	Business English IIB - Punctuation	25	2.5		Evening:	38/2.5	
					Keyboarding Speed Requirement:	40 NWPM	