

## Computerized Business Skills – Business

**Objective:** This short-term, vocationally directed program is designed to prepare the graduate for entry-level receptionist or clerical positions using English, computer, and keyboarding skills. Technical and professional skills are learned as necessary components to function in today's computerized office. Students are introduced to entry-level bookkeeping, payroll, and Microsoft Office. Emphasis on vocational training is consistent with the mission of the College.

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

**Expected Educational Outcomes:** Upon completing the Computerized Business Skills program, students will have demonstrated:

1. Keyboarding and data entry skills needed to process documents.
2. Computer skills needed for today's technology.
3. English skills to communicate effectively.

**Diploma** awarded upon successful completion of all graduation requirements.

### Program Outline: Requirements for Graduation

Class No.	Class Title	Hours	Qtr.	Class No.	Class Title	Hours	Qtr.
			Units				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	EN300B	Business Correspondence II	25	1.0
AC160B	Fundamentals of Accounting IB	25	2.5	GB101	Career Transitions	25	2.5
AC16LB	Fundamentals of Accounting IB Lab	25	1.0	GB132A	Dynamics of the Office Professional	25	2.5
BM141	Math Review	25	1.0	GB132B	Records Management	25	2.5
BM142	Business Math	25	2.5	GB132C	Professional Office Communications	25	2.5
BM195A	10-Key Keypad	25	1.0	GB200A	Human Relations I	25	2.5
CM050A	Introduction to the Internet	25	1.0	GB200B	Human Relations II	25	2.5
CM100	Computer Literacy	25	2.5	TY225A	Keyboarding Speed Development I	25	1.0
CM127A	Beginning Keyboarding	25	1.0		Total:	750	51.0
CM127B	Introduction to Microsoft Word I	25	1.0		Total Weeks/Quarters		
CM127C	Introduction to Microsoft Word II	25	1.0		Daytime:	30/3	
CM144A	Beginning MS Word	25	1.0		Evening:	45/3	
CM144B	Intermediate MS Word	25	1.0				
CM166A	Beginning Excel	25	1.0				
CM166B	Intermediate Excel	25	1.0				
CM192A	Microsoft Office Professional: An Overview of Word and Excel	25	1.0				
EN100A	Business English IA - Grammar	25	2.5				
EN100B	Business English IB - Grammar	25	2.5				
EN200A	Business English IIA - Punctuation	25	2.5				
EN200B	Business English IIB - Punctuation	25	2.5				

**Keyboarding Speed Requirement:** 40 NWPM

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