

## Computerized Business Skills – Vocational

**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. Emphasis on vocational training is consistent with the mission of the College.

**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	Units	Qtr.	Class No.	Class Title	Hours	Units	Qtr.
BM141	Math Review	25	1.0		GB101	Career Transitions	25	2.5	
BM195A	10-Key Keypad	25	1.0		GB132A	Dynamics of the Office			
BM195B	10-Key Speed Development	25	1.0			Professional	25	2.5	
CM050A	Introduction to the Internet	25	1.0		GB132B	Records Management	25	2.5	
CM100	Computer Literacy	25	2.5		GB132C	Professional Office			
CM114A	Basic MS Word I	25	1.0			Communications	25	2.5	
CM114B	Basic MS Word II	25	1.0		GB200A	Human Relations I	25	2.5	
CM114C	Basic MS Word III	25	1.0		GB200B	Human Relations II	25	2.5	
CM114D	Basic MS Word IV	25	1.0		GB300	Security Practices	25	2.5	
CM116A	Basic Excel I	25	1.0		TY225A	Keyboarding Speed			
CM116B	Basic Excel II	25	1.0			Development I	25	1.0	
CM127A	Beginning Keyboarding	25	1.0		TY225B	Keyboarding Speed			
CM127B	Introduction to Microsoft					Development II	25	1.0	
	Word I	25	1.0		TY225C	Keyboarding Speed			
CM127C	Introduction to Microsoft					Development III	25	1.0	
	Word II	25	1.0			Total:	750	48.0	
EN100A	Business English IA -					Total Weeks/Quarters			
	Grammar	25	2.5			Daytime:	30/3		
EN100B	Business English IB -					Evening:	45/3		
	Grammar	25	2.5						
EN200A	Business English IIA -								
	Punctuation	25	2.5						
EN200B	Business English IIB -								
	Punctuation	25	2.5						
EN300A	Business Correspondence I	25	1.0						
EN300B	Business Correspondence II	25	1.0						

**Keyboarding Speed Requirement:** 40 NWPM