You need to see a Counselor for specific recommendations about courses that will best meet your educational goals. Not all courses on the map are offered every term. Consult the Catalog and the Schedule of Classes for more details.

For information about transferring, see: https://www.dvc.edu/enrollment/transfer/index.html

For information on careers in this field see: https://www.dvc.edu/enrollment/career-employment/index.html

5-28-2021

---

**BUS Office Professional Certificate of Accomplishment**

**PROGRAM LEARNING OUTCOMES**

Students completing the program will be able to:

1. Apply standard business English to oral and written communication, including grammar, punctuation, mechanics, vocabulary, style and usage.

2. Complete basic business-related mathematical problems with reasonable speed and accuracy, both manually and using calculators.

3. Plan, design, and produce documents and reports using the word processor.

**Careers in**

- The certificate of accomplishment provides basic business knowledge and office assistant skills for obtaining entry-level employment in the business office.

**Required**

- BUS 100 Keyboarding
- BUS 101 Business English
- BUS 102 Applied Business Math Calculations

**PLUS at least 3 units from**

- BUS 295 Occupational Work Experience Education in BUS
- BUS 296 Internship in Occupational Work Experience Education in BUS
- BUSMG 168 Customer Service
- BUSMG 174 Business Ethics

**PLUS at least 4 units from**

- CIS 115 Microsoft Word – Comprehensive
- CIS 116 Microsoft Excel – Comprehensive
- CIS 119 Microsoft Outlook – Comprehensive

**Total minimum required units** 12