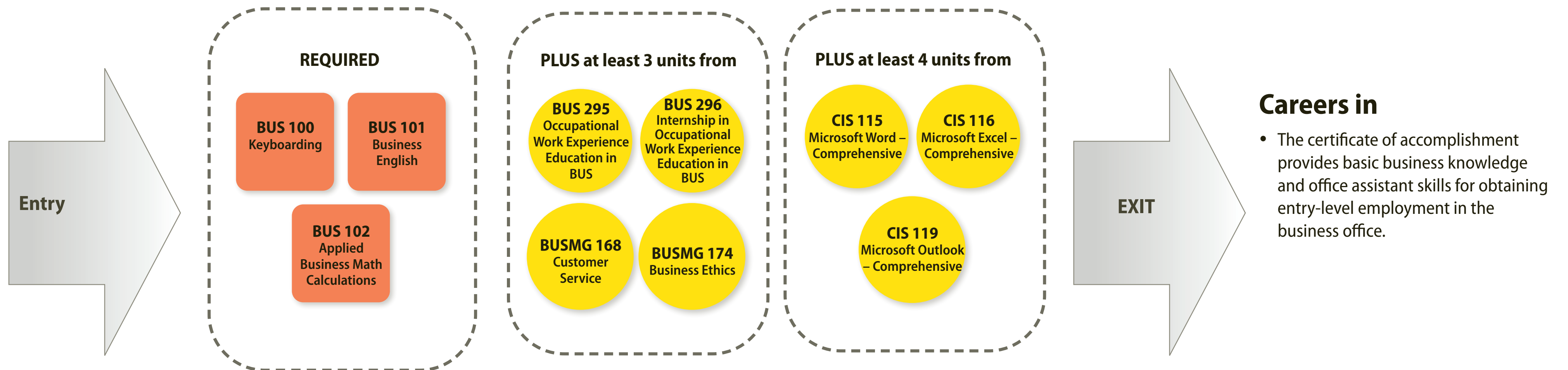


BUS Office Professional Certificate of Accomplishment

PROGRAM LEARNING OUTCOMES

Students completing the program will be able to:

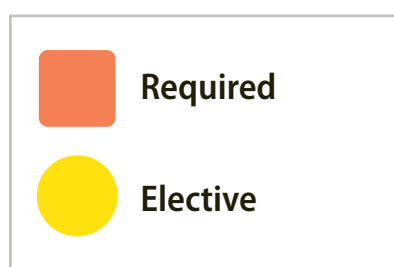
1. Apply standard business English to oral and written communication, including grammar, punctuation, mechanics, vocabulary, style and usage.
2. Complete basic business-related mathematical problems with reasonable speed and accuracy, both manually and using calculators.
3. Plan, design, and produce 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.

total minimum required units 12



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>