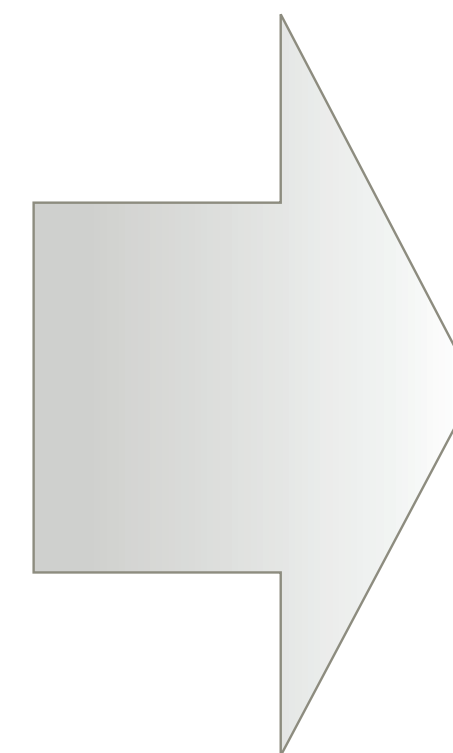
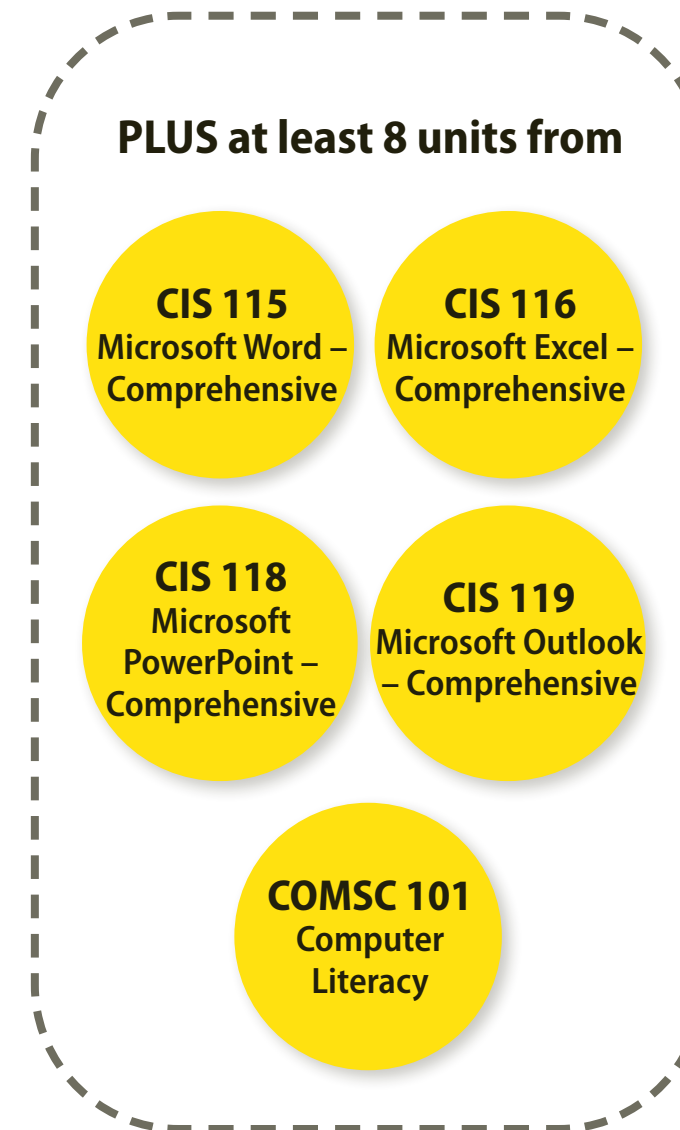
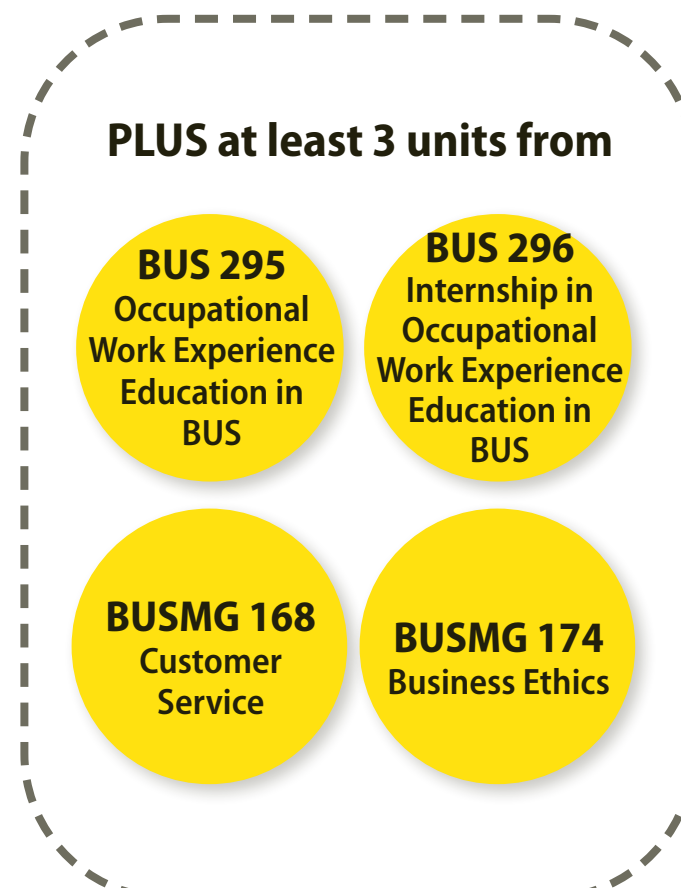
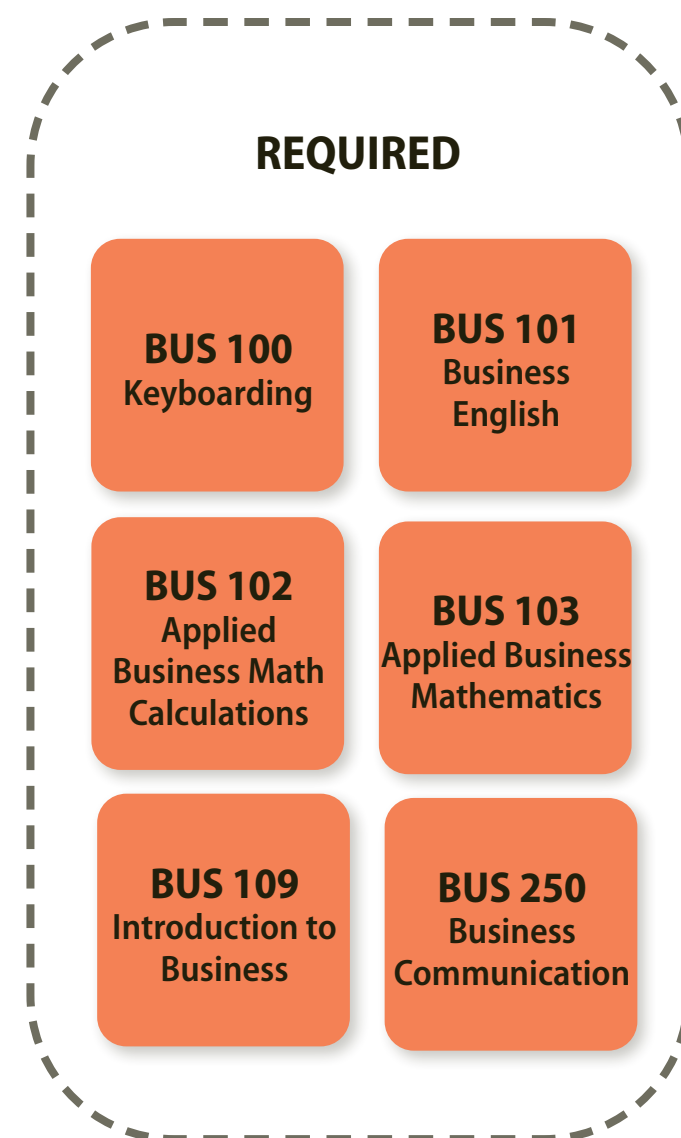
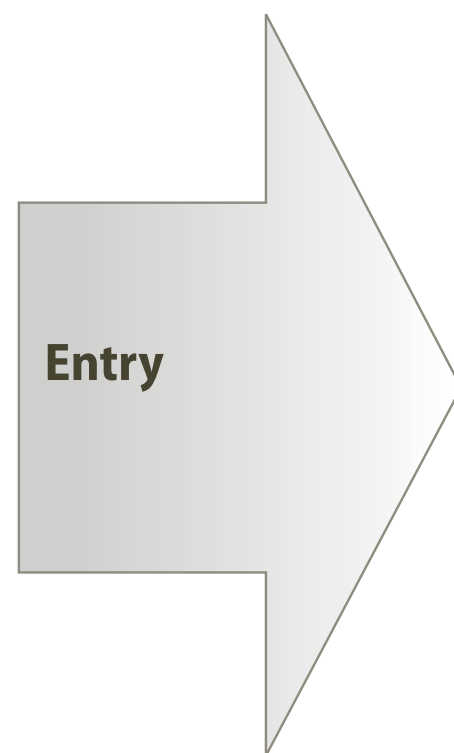


BUS Office Professional Business Information Worker Certificate of Achievement

PROGRAM LEARNING OUTCOMES

Students completing the program will be able to:

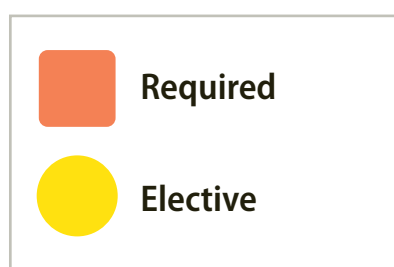
1. Apply oral and written communication best practices.
2. Evaluate business situations using mathematics and software.
3. Demonstrate competency in inter-personal and intra-personal skills.
4. Compile and organize business data using business software.



Careers in

- Entry-level positions in small and large business offices requiring support staff such as receptionists, administrative assistants, and general clerical assistance.

total minimum required units 25



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>