

# Office Professional – Business Information Worker Certificate of Achievement

## RECOMMENDED PREPARATION CLASSES AT ADULT EDUCATION LOCATIONS

### KEY-BOARDING

Martinez

Mt. Diablo

### COMPUTER LITERACY

Acalanes

### WORKPLACE MATH 1st Term

Mt. Diablo

Entry

## REQUIRED

**BUS 101**  
Business English

Acalanes

Mt. Diablo

**BUS 102**  
Applied Business Calculations

**BUS 103**  
Applied Business Mathematics\*

Mt. Diablo

**BUS 109**  
Introduction to Business

**BUS 250**  
Business Communication

Acalanes

Martinez

**BUS 100**  
Key-Boarding

## TAKE 1 unit

**BUS 295**  
Occupational Work Experience in Business\*\*

**BUS 296**  
Internship in Occupational Work Experience in Business\*\*

## TAKE 3 units

**BUSMG 160**  
Managing Conflict and Workplace Relationships

**BUSMG 161**  
Leading Groups and Teams

**BUSMG 165**  
Managing Stress

**BUSMG 166**  
Time Management

**BUSMG 167**  
Writing and Presenting a Business Plan

**BUSMG 168**  
Customer Service

**BUSMG 170**  
Effective Oral Presentations

**BUSMG 173**  
Intercultural Communication in the Workplace

**BUSMG 174**  
Records Management

**BUSMG 175**  
Business Ethics

## TAKE 8 units

**CIS 115**  
Microsoft Word

Acalanes

Martinez

Mt. Diablo

**CIS 116**  
Microsoft Excel

Acalanes

Martinez

Mt. Diablo

**CIS 118**  
Microsoft Powerpoint

Acalanes

Mt. Diablo

**CIS 101**  
Computer Literacy

Acalanes

Mt. Diablo

**CIS 119**  
Microsoft Outlook

Martinez

## Careers in

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

- Martinez Adult Education
- Mt. Diablo Adult Education
- Acalanes Adult Education
- Required
- Elective
- \* Workplace Math
- \*\* By arrangement