

OFFICE TECHNOLOGY FUNDAMENTALS CERTIFICATE OF COMPLETION

This noncredit certificate prepares individuals with limited computer experience to meet the IT challenges faced in the contemporary business office. Individuals who complete this certificate will have the technical skills to work as an entry-level clerk in a business office or begin a credit certificate program at a community college.

Code	Title	Units
Required Courses		
BUSAD 601	Finding and Landing a Job	24
BUSAD 602	Working in a Business Office	36
CIT 601	Introduction to Basic Computer Skills	24
CIT 602	Microsoft Word Fundamentals	24
CIT 605	Microsoft Outlook Fundamentals	24
CIT 606	Computer Proficiency Lab	12
CIT 603	Microsoft Excel Fundamentals	24
or CIT 604	Microsoft Powerpoint Fundamentals	
Total Hours		168

Program Learning Outcomes

At the completion of this program, students will be able to:

- Demonstrate mastery of course work by presenting a digital portfolio with representative work output from each of the courses in the program
- Successfully complete one term as a credit student at an institution of higher education
- Obtain employment as an office worker or in an occupation where the application of knowledge and skills learned within this program are integral to routine duties of the occupation