Business Office Professional

Objective: This short-term, vocationally directed program is designed to prepare graduates for employment as office assistants, word processors, administrative support, or data entry clerks in a variety of career fields. Technical and professional skills are presented as necessary components to function in today's business. Students are introduced to accounting, Microsoft Office, project management, and leadership. Emphasis on vocational training is consistent with the mission of the College.

Certifications: The student is prepared for Microsoft Office Specialist (MOS) certification in Outlook. Certifications are not required to be employed in the career field or to graduate from the program, but they are highly recommended. Exams may be taken at the on-campus VUE Testing Center.

Note: All units in this program are transferable to the Specialized Associate Degree – Business program.

Department of Labor Standard Occupational Classification (SOC) Code(s): 43-9061.00 - Office Clerks, General; 43-6014.00 - Secretaries and Administrative Assistants, Except Legal, Medical, and Executive; and 43-6011.00 - Executive Secretaries and Executive Administrative Assistants
CIP Code: 52.0401 – Administrative Assistant and Secretarial Science, General

Expected Educational Outcomes: Upon completing the Business Office Professional program, students will have demonstrated:

1. Document processing skills needed to create and edit document including Microsoft Word.
2. Computer and technology skills needed for today's technology.
3. English skills to communicate effectively.
4. File management skills.
5. Accounting essentials including Excel.
6. Administrative office skills.

Diploma awarded upon successful completion of all graduation requirements.

Empire College
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Empire College
Business – Law – Technology – Medical

Business Office Professional

Program Outline: Requirements for Graduation

Class No.	Class Title	Hours	Qtr. Units
ACN160A	Fundamentals of Accounting IA	24	2.0
ACN16LA	Fundamentals of Accounting IA Lab	24	1.0
BMN141	Math Review	24	1.0
CMN127A	Keyboarding	24	1.0
CMN127B	Introduction to Word I	24	1.0
CMN127C	Introduction to Word II	24	1.0
CMN166A	Beginning Excel	24	1.0
CMN166B	Intermediate Excel	24	1.0
CMN310K	Comprehensive Outlook	24	1.0
CMN320E	Outlook Certification Preparation	24	1.0
ENN101A	Business English - Grammar	24	2.0
ENN101B	Business English - Punctuation	24	2.0
ENN300A	Business Correspondence I	24	1.0
GBN050	Information Literacy	24	2.0
GBN101	Career Transitions	24	2.0
GBN132A	Administration: Office Management	24	2.0
GBN132B	Administration: Records Management	24	2.0
GBN132C	Administration: Project Management	24	2.0
MNN220A	Technology Trends in Business I	24	2.0
MNN331	Professional Portfolio Project	24	1.0
	Total:	480	29.0
	Total Weeks/Quarters:	24/2	

Keyboarding Speed Graduation Requirement:

40 NWPM