
Computerized Business Skills

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 learned 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.

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

Expected Educational Outcomes: Upon completing the Computerized Business Skills program, students will have demonstrated:

1. Document processing skills needed to create and edit documents.
2. Computer skills needed for today's technology.
3. English skills to communicate effectively.
4. File management skills.
5. Basic accounting skills including QuickBooks.

Diploma awarded upon successful completion of all graduation requirements.

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Empire College
Business – Law – Technology – Medical

Computerized Business Skills

Program Outline: Requirements for Graduation

Class No.	Class Title	Qtr.		Class No.	Class Title	Qtr.	
		Hours	Units			Hours	Units
ACN160A	Fundamentals of Accounting IA	24	2.0	GBN050	Information Literacy	24	2.0
ACN16LA	Fundamentals of Accounting IA Lab	24	1.0	GBN101	Career Transitions	24	2.0
ACN160B	Fundamentals of Accounting IB	24	2.0	GBN132A	Administration: Office Management	24	2.0
ACN16LB	Fundamentals of Accounting IB Lab	24	1.0	GBN132B	Administration: Records Management	24	2.0
BMN141	Math Review	24	1.0	GBN132C	Administration: Project Management	24	2.0
BMN142	Business Math	24	2.0	GBN200A	Human Relations I	24	2.0
BMN195A	10-Key Keypad	24	1.0	GBN200B	Human Relations II	24	2.0
CMN100	Computer Literacy	24	1.0	MNN331	Professional Portfolio Project	24	1.0
CMN127A	Beginning Keyboarding	24	1.0		Total:	720	44.0
CMN127B	Introduction to Word I	24	1.0		Total Weeks/Quarters:	36/3	
CMN127C	Introduction to Word II	24	1.0				
CMN166A	Beginning Excel	24	1.0				
CMN185A	QuickBooks Pro I	24	1.0				
CMN186	Publisher	24	1.0				
CMN192A	Office: An Overview of Word and Excel	24	1.0				
CSN225A	Electronic Messaging with Virus Protection	24	1.0				
ENN100A	Business English IA - Grammar	24	2.0				
ENN100B	Business English IB - Grammar	24	2.0				
ENN200A	Business English IIA - Punctuation	24	2.0				
ENN200B	Business English IIB - Punctuation	24	2.0				
ENN300A	Business Correspondence I	24	1.0				
ENN300B	Business Correspondence II	24	1.0				

Keyboarding Speed Graduation Requirement:
40 NWPM