
Accelerated Business Professional

Objective: This short-term, accelerated program is designed to prepare graduates for employment as administrative specialists, project manager assistants, office assistants, or other administrative support positions in a variety of career fields. This program is tailored for those with previous college education and/or work experience to meet the demands of today's employer. Emphasis will be on Microsoft (MOS) certification preparation in Word, Excel, and Outlook. In keeping with the philosophy of the College, the emphasis in this program is placed on certifications and vocational skills.

Certifications: The student is prepared for three Microsoft Office Specialist (MOS) certifications: Word, Excel, and 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.

Prerequisites: (1) Net keyboarding speed of 30 WPM on a 5-minute timing, and (2) College transcript indicating completion of 30 semester/45 quarter units, or résumé outlining three years of office work experience, and/or interview with and approval of the Business Department Head.

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

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

CIP Code: 52.0401 – Administrative Assistant and Secretarial Science, General

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

1. A working knowledge of computer programs used in business including word processing and spreadsheets.
2. A working knowledge of business contracts and business formations.
3. An advanced proficiency in Microsoft Word, Excel, and Outlook including (MOS) certification preparation.
4. Competence in using language arts to write and/or produce professional documents and correspondence.
5. The ability to use management skills, critical thinking, and leadership in the business setting.
6. An understanding of ethical and professional practices of the modern office.
7. A working knowledge of social media marketing and technology trends.

Diploma awarded upon successful completion of all graduation requirements.

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Empire College
Business – Law – Technology – Medical

Accelerated Business Essentials

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
CMN166A	Beginning Excel	24	1.0
CMN166B	Intermediate Excel	24	1.0
CMN166C	Advanced Excel	24	1.0
CMN310K	Comprehensive Outlook	24	1.0
CMN310WA	Comprehensive Word I	24	1.0
CMN310WB	Comprehensive Word II	24	1.0
CMN320A	Word Certification Preparation	24	1.0
CMN320B	Excel Certification Preparation	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
GBN101	Career Transitions	24	2.0
HMN150B	Social Media Marketing	24	2.0
MNN120	Fundamentals of Law in Business	24	2.0
MNN220A	Technology Trends in Business I	24	2.0
MNN331	Professional Portfolio Project	24	1.0
MNN335A	Presentation Skills	<u>24</u>	<u>2.0</u>
	Total:	480	28.0
	Total Weeks/Quarters:	24/2	

Keyboarding Speed Graduation Requirement:

40 NWPM