

# BUSINESS COMPUTING (BC)

## BC C005N 54 Hours (54 lecture hours)

### Microsoft Office Basics (Noncredit)

**Grading Mode:** P/NP/SP Non-Credit  
Not Transferable.

This basic course is designed to prepare students to develop office applications skills needed to be successful in the business environment for entry-level positions. This course is a Noncredit course and may NOT be substituted or considered for equivalency with any credit course. This course may be used to partially fulfill the requirements for Retail Accounting and Technology Certificate of Completion (Noncredit). Noncredit. Pass/No Pass/Satisfactory Progress. (NOT DEGREE APPLICABLE.)

## BC C011N 27 Hours (27 lecture hours)

### Introduction to Windows Operating System (Noncredit)

**Grading Mode:** P/NP/SP Non-Credit  
Not Transferable.

This course provides an overview of the Windows operating system. Topics include opening and closing programs; editing; saving and storing files; working with folders, the interface, and Internet; performing customizations; and using multimedia, communications, security, cloud storage, and other related topics. This course is designed to assist students in developing technical skills needed to be successful in the business environment. This course is a noncredit course and may not be substituted or considered for equivalency with any credit course. This course may be used to partially fulfill the requirements for Customer Service Technology Level 1 Certificate of Completion (Noncredit). Pass/No Pass/Satisfactory Progress. (NOT DEGREE APPLICABLE.)

## BC C012N 27 Hours (27 lecture hours)

### Keyboarding Basics (Noncredit)

**Grading Mode:** P/NP/SP Non-Credit  
Not Transferable.

The Keyboarding class is designed to prepare students for entry-level office and administrative support in a variety of fields or businesses and as a pathway to the Business Information Workers Certificate of Achievement. It is intended to prepare students for the skilled workforce with high-growth and high-wage employment potential. According to employers, applicants and employees with the skills acquired in this course and in the related certificate are more likely to be hired or promoted into roles with increased responsibility. Its goal is career-preparation and job-readiness skills with possible apprenticeships or internships. This course is a noncredit course and may not be substituted or considered for equivalency with any credit course. This course may be used to partially fulfill the requirements for Customer Service Technology Level 1 Certificate of Completion (Noncredit). Pass/No Pass/Satisfactory Progress. (NOT DEGREE APPLICABLE.)

## BC C013N 27 Hours (27 lecture hours)

### Keyboarding and Document Formatting (Noncredit)

**Grading Mode:** P/NP/SP Non-Credit  
Not Transferable.

The Keyboarding and Document Formatting class is designed to prepare students for entry-level office and administrative support in a variety of fields or businesses. It is intended to prepare students for the skilled workforce with high-growth and high-wage employment potential. According to employers, applicants and employees with the skills acquired in this course and in the related certificate are more likely to be hired or promoted into roles with increased responsibility. Its goal is career-preparation and job-readiness skills with possible apprenticeships or internships. This course is a noncredit course and may not be substituted or considered for equivalency with any credit course. This course may be used to partially fulfill the requirements for Customer Service Technology Level 2 Certificate of Completion (Noncredit). Pass/No Pass/Satisfactory Progress. (NOT DEGREE APPLICABLE.)

## BC C014N 27 Hours (27 lecture hours)

### Customer Service Skills (Noncredit)

**Grading Mode:** P/NP/SP Non-Credit  
Not Transferable.

The Customer Service Skills class is designed to prepare students for entry-level office and administrative support in a variety of fields or businesses. It is intended to prepare students for the skilled workforce with high-growth and high-wage employment potential. According to employers, applicants and employees with the skills acquired in this course and related certificate are more likely to be hired or promoted into roles with increased responsibility. Its goal is career-preparation and job-readiness skills with possible apprenticeships or internships. This course is a noncredit course and may not be substituted or considered for equivalency with any credit course. This course may be used to partially fulfill the requirements for Customer Service Technology – Level 2 – Certificate of Completion (Noncredit). Pass/No Pass/Satisfactory Progress. (NOT DEGREE APPLICABLE.)