

BUSINESS INFORMATION WORKER, CERTIFICATE OF SPECIALIZATION

Not Financial Aid Eligible
Banner Code: 1_CE_CSOA

Completion of this certificate, issued through the Business and Computing Division, will prepare students for entry-level employment in business environments using Microsoft Office Applications. All courses must be completed at Orange Coast College.

Program Outcomes

1. Use a computer operating system and computer applications for word processing, electronic spreadsheet creation, database management, multimedia presentations, and electronic personal management with competence.
2. Achieve personal development and responsibility for entering the job market

Certificate of Specialization Requirements

The Certificate of Specialization is a locally approved career program that requires sixteen units or fewer units and is designed to prepare the graduate to enter a particular field of employment. In order to be awarded a certificate, students are required to obtain a grade of "C" or better in all program-required courses. Grades of "CR" or "P" will be accepted whereas "CR" or "P" meets the equivalency of a "C" or better. At least 3 units in an advanced course from the certificate must be completed at OCC at the department's discretion. Certificates of Specialization are not automatically awarded, not printed on official academic transcripts, and there is no acknowledgment of completion given at graduation. Please contact the division for details regarding the submission of petitions as procedures for each division vary. Most division offices prefer that students complete all of the required courses and then provide a copy of the transcript while some divisions allow petitions for Certificates of Specialization before finishing. Check with a counselor to determine the requirements for completion.

A list of certificate programs can be found in the Programs A-Z (<https://catalog.cccd.edu/orange-coast/programs-study/>) section of this catalog.

Course	Title	Units
BUS A138	Business English	3
CIS A090	Beginning Computer Keyboarding 1	1.5
CIS A091	Keyboarding Speed and Accuracy	1.5
CIS A092	Beginning Computer Keyboarding 2	1.5
CIS A100	Introduction to Computer Applications	3
CIS/BUS A134	Excel 1	2
CIS A137	Microsoft Outlook	2
CIS A149	Office Procedures	2
Total Units		16.5