

DEGREES & CERTIFICATES

BUSINESS WORKFORCE PROFICIENCY CERTIFICATE OF ACHIEVEMENT (CA)

About the Program

The Certificate of Achievement in Business Workforce Proficiency is designed to provide the training and skills necessary to operate effectively in a business environment. The certificate aims to help individuals proficient in administrative tasks across common software programs used in a business environment. The certificate also provides individuals with an overview of how business environments operate, which will strengthen his or her value within the business organization.

Program Goals and Objectives

Upon completion of the Certificate of Achievement in Business Workforce Proficiency, students will be able to apply standard business English to oral and written communications, including grammar, punctuation, mechanics, vocabulary, style, media, and usage. Upon completion of the Certificate of Achievement in Business Workforce Proficiency, students will be able to describe the work ethic needed for success in today's work environment. Upon completion of the Certificate of Achievement in Business Workforce Proficiency, students will develop business communications that present information in an organized and concise manner. Upon completion of the Certificate of Achievement in Business Workforce Proficiency, students will be able to explain group dynamics as they apply to an individual working effectively within a group and within teams. Upon completion of the Certificate of Achievement in Business Workforce Proficiency, students will be able to identify the primary business operations, business organizational options, and business procedures.

Career Opportunities

Students who achieve this certificate will be able to obtain positions as administrative assistant, senior administrative assistant, office manager, assistant office manager, and other positions that require a general understanding of business and administrative and organizational skills. This certificate also serves well for individuals looking for advancement in his or her current career.

Program Outcomes

- Upon completion of the Certificate of Accomplishment in Business Workforce Proficiency, students are able to apply standard business English to oral and written communications, including grammar, punctuation, mechanics, vocabulary, style, media, and usage.
- Upon completion of the Certificate of Accomplishment in Business Workforce Proficiency, students are able to describe the work ethic needed for success in today's work environment.
- Upon completion of the Certificate of Accomplishment in Business Workforce Proficiency, students are able to develop business communications that present information in an organized and concise manner.
- Upon completion of the Certificate of Accomplishment in Business Workforce Proficiency, students are able to explain group dynamics as they apply to an individual working effectively within a group and within teams.
- Upon completion of the Certificate of Accomplishment in Business Workforce Proficiency, students are able to identify the primary business operations, business organizational options, and business procedures.

Learning and Career Pathway Maps

[View LPC Program Map](#)

Required Core: (11 Units)

BUSN 40 Introduction to Business.....	3
BUSN 48 Human Relations in Organizations.....	3
CIS 74 Office Procedures.....	3
PCN 15 College Study Skills.....	2

List A: Select One (1 Unit)

CIS 72A Data Management.....	1
CIS 72B Basic Office Integration.....	1
CIS 73A Ten-Key Skill Development.....	1
CIS 75 Office Technology/Communications.....	1
CIS 84 Windows.....	1
CIS 89A Desktop Presentation.....	1

List B: Select One (3 Units)

CIS 43 Professional Communications.....	3
CNT 43 Professional Communications.....	3
CS 43 Professional Communications.....	3