



Business Office Specialist

Diploma

Duration of the program

9 months | 40.5 quarter credits

Admission Requirements

- High School Diploma or a recognized equivalent.

Courses

- Introduction to Computer Operations
- Introduction to Business
- Business Communications & Word Processing
- Office Operations & Spreadsheets
- Business Communications & Presentations
- Accounting Basics
- Introduction to Marketing
- Information Management
- Human Resources Management

Possible Employment Opportunities*

- Office Clerks, General
- Executive Assistant
- Data Entry Clerk
- Administrative/Office Assistant

The **Business Office Specialist diploma program** prepares students with the knowledge and necessary skills to perform various business operational functions using office equipment and computer software to manage technical administrative tasks in multiple office environments. Students will develop customer service, problem-solving, and communication skills to function appropriately in an office environment. Student are eligible for certification for:

Microsoft Office Specialist (MOS) certifications

- **Microsoft Word**
- **Microsoft Excel**
- **Microsoft PowerPoint**

Distribution

- 288 lecture hours
- 288 lab hours
- 576 total contact hours