



CURRICULUM GUIDE 2020-2021

BUSINESS SUPPORT SPECIALIST I

Certificate of Completion in Business Support Specialist I

This noncredit certificate program teaches students how to keyboard with progression to the creation of various types of business documents. Students will learn how to create formal business letters, formula-based spreadsheets, and presentations. A review of basic business writing will also be covered. This is the first in a series of three Business Support Specialist programs.

Requirements for Certificate of Completion

- a) Complete all of the courses at Ohlone College.

Student Learning Outcomes

1. Demonstrate how to use a keyboard and basic business software operations.
2. Learn how to apply business writing skills.

BA-916A	Basic Business English Writing I	36 hours
CAOT-904	Basic Business Keyboarding	36 hours
CAOT-920A	Beginning Word Processing I	36 hours
CAOT-921A	Beginning Spreadsheet Software I	36 hours
CAOT-922	Basics of Business Presentation Software	<u>36 hours</u>
		180 hours