



## **CURRICULUM GUIDE 2020-2021**

### **BUSINESS SUPPORT SPECIALIST II**

#### **Certificate of Completion in Business Support Specialist II**

This noncredit certificate teaches students advanced skills on how to create more complex business documents. Students also gain additional skills in how to write and format business documents. This is the second certificate in a series of three Business Support Specialist certificates.

#### **Requirements for Certificate of Completion**

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

#### **Student Learning Outcomes**

1. Identify and effectively use the principles of verbal and written communication in a variety of business documents.

BA-916B	Basic Business English Writing II	36 hours
CAOT-920B	Beginning Word Processing II	36 hours
CAOT-921B	Beginning Spreadsheet Software II	36 hours
CAOT-923	Email for Business	<u>9 hours</u>
		117 hours