

Business Programs

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When I was young I observed that nine out of every ten things I did were failures, so I did ten times the work.

—George Bernard Shaw



ADMINISTRATIVE ASSISTANT

18 WEEKS

ELEMENTS:

- Administrative Assistant Simulation
- Alphabetic Indexing
- Business English
- Computer Database 1
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics 1
- Electronic Calculator Fundamentals
- Keyboarding 1
- Transcription 1
- Presentation Graphics
- Word Processing 1 & 2

SOFTWARE: Microsoft Windows, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, software designed to prepare for MOS exam

OPTIONAL COURSE ENHANCEMENTS:

Computer Spreadsheet/Graphics 2
Outlook/Internet
Shorthand

EMPLOYMENT OPPORTUNITIES:

- Word Processor
- Office Assistant
- Personnel Clerk
- Receptionist
- Typist Clerk
- Administrative Assistant

COURSE INFORMATION:

Offices could not run effectively without administrative assistants; they are the backbone of the business world. Although office technology is certain to continue, many job duties are not easily automated. Job duties such as working with clients, planning conferences, making travel arrangements, and transmitting staff instructions require tact and good communication skills. The most valuable asset of successful assistants is discretion, since they will undoubtedly deal with confidential matters.

This successful program begins by building a solid foundation with essential office skills.

Students will learn to use the computer as an indispensable desktop tool by learning word processing and spreadsheet design with the latest office technology. Using the multiple functions of Word, the student will complete the transcription course, gaining the skills necessary to transcribe from recordings, while developing an awareness of career opportunities in word processing.

This training is culminated by the completion of an administrative assistant simulation. This is used as reinforcement for previously learned skills, while providing experience completing realistic clerical assignments.

Students may prepare for the Microsoft Word MOS certification exam upon the completion of this curriculum.



BUSINESS PROGRAMS

BUSINESS ADMINISTRATION

25 WEEKS

ELEMENTS:

- Accounting 1 & 2
- Alphabetic Indexing
- Business English
- Business Law Fundamentals
- Business Math
- Communications Skills
- Computer Database 1
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics 1 & 2
- Electronic Calculator
- Elements of Supervision
- Keyboarding 1
- QuickBooksPro
- Word Processing 1 & 2

SOFTWARE: Microsoft Windows, Microsoft Word, Microsoft Excel, Microsoft Access, QuickBooks Pro, software designed to prepare for MOS exam

OPTIONAL COURSE ENHANCEMENTS:

Automated Accounting Simulation
E-Commerce
Internet
Presentation Graphics

EMPLOYMENT OPPORTUNITIES:

- Department Supervisor
- Management Trainer
- Office Manager
- Report Specialist
- Sales Secretary/Assistant

COURSE INFORMATION:

Opportunities for administrators and business office managers are extremely varied. These career areas develop overall plans, set goals, and meet deadlines. This curriculum is designed to give graduates a competitive edge in today's job market.

The Business Administration curriculum specifically provides students with complete coverage of accounting principles and theory, combining financial accounting, management, communications, and Microsoft computer applications.

Professionals and managers are finding it necessary to do their own word processing tasks rather than submit the work to secretaries. This is why it is imperative to familiarize each business administration student with as many software packages as possible.

Students may prepare to take the Microsoft Word and Excel MOS certification exams.



BUSINESS ADMINISTRATION AND MANAGEMENT

34 WEEKS

ELEMENTS:

- Accounting 1 & 2
- Alphabetic Indexing
- Automated Accounting Simulation
- Business English
- Business Law Fundamentals
- Business Math
- Communications Skills
- Computer Database 1
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics 1 & 2
- Electronic Calculator
- Elements of Supervision
- Internet Fundamentals
- Keyboarding 1
- Payroll Accounting
- Payroll Simulation
- QuickBooksPro
- Word Processing 1 & 2

SOFTWARE: Microsoft Windows, Microsoft Word, Microsoft Excel, Microsoft Access, QuickBooks Pro, Automated Accounting, software designed to prepare for MOS exam

OPTIONAL COURSE ENHANCEMENTS:

E-Commerce
Accounting 3
Presentation Graphics

EMPLOYMENT OPPORTUNITIES:

- Administrative Service Manager
- Department Supervisor
- Hotel Manager and Assistant
- Management Trainer
- Office Manager
- Purchasers and Buyers
- Report Specialist
- Sales Secretary/Assistant

COURSE INFORMATION:

This premium course offers the most requested selections from our business and accounting programs in a single curriculum. The components of this course prepare individuals for the demanding profession of business management, whether or not they have previous managerial experience. Opportunities for administrators and managers vary widely by company and occupation. This comprehensive curriculum provides the essential management and administrative competencies necessary to get a competitive edge in the job market. Students begin at the ground level and utilize ample reinforcement exercises to ensure mastery of every skill taught.

The instructors who teach this curriculum have 40 years of combined education and work experience in the Business/Accounting fields. We offer on-going professional support and individualized instruction.

Professionals and managers find it necessary to use such software as Microsoft Word, Excel, and Access to perform their job duties effectively. This is why it is imperative to understand how to use each software package to enhance productivity, organizational skills, and perform managerial tasks accurately.

Students may prepare to take the Microsoft Word and Excel MOS certification exams.



BUSINESS PROGRAMS

BUSINESS MANAGER - WORLD WIDE WEB

26 WEEKS

ELEMENTS:

- Accounting 1
- Business English
- Computer Database 1
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics 1
- Desktop Publishing 2
- E-Commerce
- Electronic Calculator
- Elements of Supervision
- HTML/XHTML/CSS Basics
- Internet Basics
- Keyboarding 1
- Math Intermediate
- Presentation Graphics
- QuickBooksPro
- Web Page Applications
- Word Processing 1

SOFTWARE: Microsoft Windows, Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Internet Explorer, QuickBooks Pro, Dreamweaver, Photoshop, and software designed to prepare for MOS exam

OPTIONAL COURSE ENHANCEMENTS:

- Computer Spreadsheet/Graphics 2
- Web Page Design 1
- Word Processing 2

EMPLOYMENT OPPORTUNITIES:

- Account Clerk
- Administrative Assistant
- Billing Clerk
- Bookkeeper Assistant
- Department Supervisor
- General Office Clerk
- Report Specialist
- Sales Assistant
- Small Business Office Manager

COURSE INFORMATION:

The keys to addressing today's competitive and fast-changing labor market are versatility coupled with currently effective business computer skills. The Web Business Manager course directly addresses these skills by offering a basic foundation in accounting, supervision, and a suite of the most popular business applications. This presents the opportunity to successfully learn word processing, spreadsheet applications, database functions, bookkeeping and Web page creation. All of these skills are necessary to work competently and professionally in a variety of business settings.

The majority of jobs in California are reportedly arising from small business start-ups where a few employees now handle the work of many. Basic office skills, including an overview of business English and math, will augment the accounting training to make students true multi-tasking specialists.

The recreational, research, and business uses of the Internet and World Wide Web are exploding, especially among small and medium sized firms. An applicant with the skills to create and maintain a basic Web page for their employer will certainly have a firm edge over the competition and may in fact be able to offer a whole new outlet for business exposure.

Students may prepare to take the Microsoft Word MOS certification exam.



COMPUTER APPLICATIONS/VOICE INTEGRATION

16 WEEKS

ELEMENTS:

- Computer Concepts
- Computer Database 1
- Computer Spreadsheet/Graphics 1
- Dragon Naturally Speaking
- Internet Fundamentals
- Presentation Graphics
- Voice Calculator
- Word Processing 1 & 2

SOFTWARE: Microsoft Windows, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, and Dragon Naturally Speaking

OPTIONAL COURSE ENHANCEMENTS:

ADDITIONAL DRAGON NATURALLY SPEAKING TRAINING IS REQUIRED FOR ENHANCEMENTS LISTED BELOW.

- Computer Spreadsheet/Graphics 2
- Medisoft
- QuickBooks
- Record Management

COURSE INFORMATION:

This course concentrates on the software and skills required for an entry-level position in Computer Applications. Students learn to use software packages that are typically found in most offices. Students are presented with a wide variety of the activities performed in most offices and are given projects that will assist them in mastering those activities. The student will also receive specialized instruction in using Dragon Naturally Speaking voice recognition software, which accelerates productivity and streamlines the use of software.

This program offers students the opportunity to increase their productivity by combining voice recognition and keyboarding skills. Training in continuous speech recognition significantly reduces keyboarding and mousing tasks. Students will learn to effectively use standard and custom commands and correction and dictation skills. They will also receive an introduction to creating their own customized voice commands.

As the course is competency-based, students will perform the tasks most required of office workers using projects to demonstrate their skills.

EMPLOYMENT OPPORTUNITIES:

- Clerical Assistant
- General Office
- Office Assistant
- Office Manager Assistant
- Receptionist
- Sales Support
- Secretarial Assistant



Heidi is using Dragon Naturally Speaking, a hands-free voice integration software.

CUSTOMER SERVICE REPRESENTATIVE/COLLECTIONS

19 WEEKS

ELEMENTS:

- Alphabetic Indexing
- Business English
- Business Law Fundamentals
- Business Math Intermediate
- Clerical/Accounting Simulation
- Computer Database 1
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics 1
- Electronic Calculator Fundamentals
- Keyboarding 1
- Speed and Accuracy
- Telephone Techniques & Technology
- Word Processing 1

SOFTWARE: Microsoft Windows, Microsoft Word, Microsoft Excel, Microsoft Access, and software designed to prepare for MOS certification exam

OPTIONAL COURSE ENHANCEMENTS:

E-Commerce
Computer Record Keeping

EMPLOYMENT OPPORTUNITIES:

- Billing and Account Collector
- Claims Representative
- Credit Clerk
- Customer Service Clerk
- Data Entry Operator
- Inside Sales Representative
- Insurance Claims Representative
- Interview and New Account Clerk
- Order Clerk
- Service Representative
- Call Center Representative

COURSE INFORMATION:

Customer service representatives work hand in hand with billing technicians and accounting clerks. They work closely with customers and spend a great deal of time communicating in person, on the telephone, and in documenting. They must also have strong management and math skills, as they must keep a record of collections and know the status of accounts.

The success of this program is in building a solid foundation based on necessary and professional office skills including keyboarding, business English, record management, math, and electronic calculator.

After becoming familiar with the computer's operating system, students will learn to use the computer as a complete desktop tool, learning popular business applications to provide expertise in word processing and spreadsheet design.

Business law presents a basic overview of the concepts and terminology essential to understanding legal issues in a business management environment. This training is culminated by completing a clerical/accounting simulation, which is used as reinforcement for previously learned skills while providing experience in working with realistic clerical assignments.

Automated office equipment provides information faster and in larger quantities than ever before possible. Office professionals who understand new technologies are always in demand.

Students may prepare to take the Microsoft Word MOS certification exam.



HUMAN RESOURCE MANAGEMENT

21 WEEKS

ELEMENTS:

- Accounting 1
- Alphabetic Indexing
- Benefits Package Simulation
- Business English
- Business Law Fundamentals
- Communication Skills
- Computer Database 1
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics 1
- Electronic Calculator
- Elements of Supervision
- Keyboarding 1
- Math Intermediate
- Presentation Graphics
- Word Processing 1 & 2

SOFTWARE: Microsoft Windows, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, and software designed to prepare for MOS certification exam

OPTIONAL COURSE ENHANCEMENTS:

Accounting 2
Computer Spreadsheet/Graphics 2
Internet

EMPLOYMENT OPPORTUNITIES:

- Employee Claims Clerk
- Health Safety Assistant
- Human Resource Assistant
- Managerial Support Assistant
- Personnel Clerk
- Rewriter
- Secretarial positions

COURSE INFORMATION:

Human resource managers should be able to communicate and write effectively and work with (or supervise) people at all levels of education and experience, as part of a team. The ability to function under pressure is essential. Integrity, fair-mindedness, and a persuasive, congenial personality are important qualities.

The success of this program is in building a solid foundation based on important office procedures and business skills.

Students use Microsoft Office applications to develop competencies in business productivity by learning to use the computer as a complete desktop tool.

The business law course presents a basic overview of the concepts and terminology essential to understanding legal issues in a business management environment. Communication skills and elements of supervision offer practical advice on handling real-life on-the-job situations. Students who complete the course will possess the necessary skills for starting an entry-level career in the personnel field.

Students may prepare to take the Microsoft Word MOS certification exam.



BUSINESS PROGRAMS

LEGAL SECRETARY

23 WEEKS

ELEMENTS:

- Business English
- Business Law Fundamentals
- Computer Database 1
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics 1
- Electronic Calculator Fundamentals
- Keyboarding 1, 2 & 3
- Legal Office Simulation
- Legal Terminology/Transcription
- Presentation Graphics
- Word Processing 1, 2, & 3

SOFTWARE: Microsoft Windows, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, WordPerfect, and software designed to prepare for MOS certification exam

OPTIONAL COURSE ENHANCEMENTS:

E-Commerce
Internet Fundamentals
Shorthand

COURSE INFORMATION:

The Legal Secretary program emphasizes the general areas of law, followed by the most common specific areas such as criminal, business, and civil law. Legal terminology is introduced gradually into the program so the student is able to assimilate the legal verbiage over the entire course.

A legal secretary will develop computer literacy while learning computer office applications, which include Microsoft Word, Excel, Access, PowerPoint, and WordPerfect. The student will be able to prepare correspondence and legal papers under the supervision of an attorney, including summonses, complaints, motions, responses, and subpoenas. They may also review legal journals and assist in other ways with legal research, such as verifying quotes and citations in legal briefs.

This curriculum is designed to provide knowledge of the legal procedures, terminology, and skills necessary to enable the graduate to secure employment as a legal secretary in today's stimulating legal environment.

Students may prepare to take the Microsoft Word MOS certification exam.

EMPLOYMENT OPPORTUNITIES:

- Legal Clerk
- Legal Receptionist
- Legal Secretary



MICROSOFT OFFICE BASICS

10 WEEKS

ELEMENTS:

- Computer Database Fundamentals
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics 1
- Keyboarding 1
- Presentation Graphics
- Word Processing 1

SOFTWARE: Microsoft Windows, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Access

OPTIONAL COURSE ENHANCEMENTS:

- Computer Applications 1
- Computer Spreadsheet/Graphics 2
- Internet Basics
- Word Processing 2

EMPLOYMENT OPPORTUNITIES:

- Claims Assistant
- Data Entry Clerk
- General Office Clerk
- Hotel Clerk
- Insurance Clerk
- Service Clerk

COURSE INFORMATION:

The key to successful job hunting is being competitive with the skills needed in today's workforce. The Microsoft Office Basics curriculum is designed to introduce computer skills to novice computer users and enhance the skills of re-entry workers.

After becoming familiar with the computer's operating system, students will learn to use the computer as a complete desktop tool with a suite of the more popular business applications to provide expertise in word processing, spreadsheet design, and database functions.



BUSINESS PROGRAMS

MICROSOFT OFFICE PROFESSIONAL (FAST TRACK)

16 WEEKS

PREREQUISITES: Windows, 25 wpm keyboarding

ELEMENTS:

- Computer Applications 1 & 2
- Computer Database 1
- Computer Spreadsheet/Graphics 1 & 2
- Presentation Graphics
- Word Processing 1 & 2

SOFTWARE: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, and software designed to prepare for MOS certification exam

OPTIONAL COURSE ENHANCEMENTS:

- Internet Fundamentals
- Keyboarding Speed and Accuracy

EMPLOYMENT OPPORTUNITIES:

- Claims Assistant
- Data Entry Clerk
- General Office Clerk
- Hotel Clerk
- Insurance Clerk
- Service Clerk

COURSE INFORMATION:

This Fast Track course is designed for the student who is already familiar with the computer operating system and has adequate keyboarding skills. Emphasis for this curriculum will be developing proficiency in business productivity applications.

The course prepares the student to take each of the MOS specialist certification exams that we offer. Experience will determine the degree of preparation required to complete the certification applications.



RECEPTIONIST/OFFICE ASSISTANT

16 WEEKS

ELEMENTS:

- Business English
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics 1
- Electronic Calculator
- Keyboarding 1
- Receptionist/Office Assistant Simulation
- Record Management
- Telephone Techniques and Technology
- Word Processing 1 & 2

SOFTWARE: Microsoft Windows, Microsoft Word, and Microsoft Excel

COURSE INFORMATION:

Professional office personnel can make the difference between acquiring or losing a contract. Competent receptionists keep the office running smoothly and in many cases are the first business contact encountered either in person or by telephone.

This successful program begins by building a solid foundation with essential office skills and business procedures. Students will develop computer literacy while using computer applications including Windows, Word, and Excel.

The program concludes with a receptionist simulation that reinforces learned skills while providing experience with realistic clerical assignments.

OPTIONAL COURSE ENHANCEMENTS:

- Computer Database
- Internet Fundamentals
- Presentation Graphics

EMPLOYMENT OPPORTUNITIES:

- General Office Clerk
- Receptionist- all industries
- Records Management Clerk
- Retail Clerk
- Office Assistant

