

# BUSINESS OCCUPATIONS

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## Business & Office Occupation Programs

A Certificate of Proficiency for business programs requires successful completion of the classes listed below for each program. (Math, reading, or language competencies may also be required to receive a certificate in certain classes.)

### ALL CERTIFICATES REQUIRE:

BUSINESS ENGLISH (21-10-66)

BUSINESS MATH (21-10-68)

TYPIST/KEYBOARDING (21-13-72)

COMPUTER LITERACY (21-01-55)

SOFTWARE APPLICATIONS (21-10-70)

### ACCOUNTING, COMPUTERIZED

Additional Requirements: General Clerk/Automated Office Procedures (21-10-69), Accounting Clerk/Computerized Accounting (21-10-63).

### COMPUTER OPERATOR

Additional Requirements: General Clerk/Automated Office Procedures (21-10-69), Computer Operator/Integrated Applications (21-10-72).

### LEGAL OFFICE ASSISTANT

Additional Requirements: Legal Secretary/Office Procedures (21-10-57), Legal Secretary/Terminology (21-10-58),

### MEDICAL OFFICE ASSISTANT

Additional Requirements: Medical Records Clerk/Insurance and Coding (21-10-61), Medical Records Clerk/Office Procedures (21-10-60), Medical Records Clerk/Terminology (21-10-59), Medical Records Clerk/Transcription (21-02-81), and Computer Operator/Integrated Applications (21-10-72). \*Note: Starting Spring '05 new certificates will be offered.

### OFFICE ASSISTANT

Additional Requirements: General Clerk/Automated Office Procedures (21-10-69).

### ADVANCED COMPUTER APPLICATIONS CERTIFICATE

Requirements: (1) Computer Operator/Literacy (Windows 98, 2000, NT, or XP 21-01-55). Computer Operator /Software Applications (Survey of Microsoft Office 21-10-70).

(2) Computer Operator/Word Processing/Supplemental (Advanced Word 21-05-84), and Computer Operator/Spreadsheet/Supplemental (Advanced Excel 21-04-74) **OR:** Computer Operator/Database Management/Supplemental (Access 21-13-83) and Computer Operator/Presentation Software/Supplemental (PowerPoint 21-05-84).

(3) Students must pass at least one (1) MOUS exam.

≠ Receive Pierce College credit for a West Valley Occupational Center course. See a W.V.O.C. counselor for more information.



## Accounting

### Accounting Clerk/

### Computerized Accounting/Basic .....21-10-63

Instruction in principles and specialized accounting functions with a smooth transition from manual accounting procedures to the computerized accounting process.

Length of Course: One semester days/ Two semesters Saturdays and evenings.

Note: Accounting students attending evening and Saturday classes must complete Accounting Clerk/Basic and Advanced to qualify for a Certificate of Proficiency.

1500 M-F 10:30 a.m.-12:30 p.m. 20 wks Mayfield 303 \$65

1501 MW 6:15 p.m.- 9:30 p.m. 20 wks Dao 303 \$50

1502 Sat 8:00 a.m. -12:15p.m. 20 wks Hanson 303 \$45

### Accounting Clerk/Computerized Accounting/Advanced (QuickBooks and Peachtree).....21-04-54

This course introduces the basics of QuickBooks Pro. Students will complete a tutorial workbook, which covers: lists, registers, reports and graphs in QuickBooks Pro. The course reinforces the accounting concepts and their relationships to QuickBooks Pro. This class will provide hands-on experience including setting up a new company. They will complete a tutorial workbook which covers the major accounting activities of a business: sales, expenses, inventory, payroll, fixed assets, purchases and other business and accounting transactions and activities.

Prerequisites: Accounting Clerk/Computerized Accounting/Basic or prior experience and a working knowledge of Accounting Principles.

Length of Course: 20 weeks.

Note: Accounting students attending evening and Saturday classes must complete 21-10-63 and 21-04-54 to qualify for a Certificate of Proficiency.

1503 M-F 8:15 a.m.-10:15 a.m. 20 wks Dao 201 \$55



## Bank Teller

### Teller/Bank..... 21-15-54

This course prepares for employment in banking and related financial institutions. It includes computerized teller skills, customer service, new accounts, proof operator, research clerk, cash handling, and bank technology.

Length of Course: 20 weeks.

1504 TTh 6:15 p.m.- 9:30 p.m. 20 wks Gilner 203 \$50

1505 Sat 8:00 a.m.-12:15 p.m. 20 wks Gilner 213 \$40



## Business English Courses

### General Clerk/BUSINESS ENGLISH ≠ .....21-10-66

Instruction will focus on grammar, spelling, vocabulary, and punctuation to help students develop clear, correct, and effective business communication skills, both written and oral.

Length of Course: 20 weeks.

1506 M-F 8:15 a.m.-10:15 a.m. 20 wks Hudson 315 \$45

1507 M-F 1:15 p.m.- 3:15 p.m. 20 wks Hudson 315 \$45

1508 MW 6:15 p.m.- 9:30 p.m. 20 wks Shamieh 315 \$40

See page 15 for Accent Reduction Class