BUSINESS OFFICE TECHNICIAN

DEGREES, CERTIFICATES AND AWARDS
Associate in Science Degree (A.S.)
Certificate of Achievement

DESCRIPTION
Business Administration programs at IVC, both at the associate degree and certificate of achievement levels, prepare the student by offering courses that allow students opportunities to acquire practical skills, technical knowledge and experience in a variety of fields. The fields of study available are: Business Administration for transfer, Accounting Technician, Administrative Assistant, Financial Services, Management, Marketing and Office Technician. These programs introduce the student to the world of commercial transactions, which occur in the distribution of resources in our American economic system.

This program provides students with entry level competencies for employment in an office environment with the latest technology applications. Students will become team players, communicators, leaders, and self-starters with a high level of organizational skills and confidence. Interpersonal and analytical skills will not only help students do well in the workplace, but also provide possible career advancement opportunities.

PROGRAM LEARNING OUTCOMES
1. Design and create business documents using Microsoft Office Suite.
2. Apply accurate written, verbal and nonverbal techniques in order to communicate effectively.
3. Demonstrate the necessary skills to show job readiness.

ASSOCIATE DEGREE AND CERTIFICATE OF ACHIEVEMENT PROGRAMS
The Associate in Arts (AA) or the Associate in Science (AS) Degree involves satisfactory completion of a minimum of 60 semester units with a C average or higher, including grades of C in all courses required for the major, and fulfillment of all IVC district requirements for the associate’s degree along with all general education requirements. The degree provides a sound basis for transfer to upper division institutions for additional degrees or for higher vocational preparation. To be eligible to receive an Associate Degree the student must complete the requirements for the major, the District requirements for an Associate Degree, and the General Education requirements. In addition students must maintain a minimum grade point average and meet the minimum grade requirements of their program. Detailed information is available in the college catalog.

The Certificate of Achievement program is designed for students with personal or occupational goals who wish early employment. To qualify for the Certificate, a student must satisfy the following requirements: (1) complete all courses listed for a particular certificate.; (2) achieve a “C” average (2.0 GPA) for all courses used to complete the certificate; and, (3) file a Certificate Application form with Admissions and Records by the appropriate deadline(s) identified on the application.

TRANSFER PREPARATION
Courses that fulfill major requirements for an associate degree at Imperial Valley College may not be the same as those required for completing the major at a transfer institution offering a bachelor’s degree. Students who plan to transfer to a four-year college or university should schedule an appointment with an IVC Counselor to develop a student education plan (SEP) before beginning their program.

Transfer Resources:
www.ASSIST.org – CSU and UC Articulation Agreements and Majors Search Engine
www.CSUMentor.org – CSU System Information
www.universityofcalifornia.edu/admissions/index.html - UC System Information
www.aiccu.edu - California Independent Colleges and Universities, Association of
http://wiche.edu/wue - Western Undergraduate Exchange Programs

FINANCIAL AID
Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that IVC offers a full array of financial aid programs – grants, work study, scholarships, and fee waivers (we do not participate in the federal loan programs). These programs are available to both full and part time students who are seeking a degree or certificate. For those who qualify, financial aid is available to help with tuition, fees, books and supplies, food, housing, transportation, and childcare. Please log onto our website for additional information: www.imperial.edu/students/financial-aid-and-scholarships/

CAREER OPPORTUNITIES
This program provides for the study of a wide range of subjects related to positions and careers in the modern office. The program includes the training necessary to successfully perform in the many and varied Office Technician and Administrative Assistant positions available in the job market.

- Administrative Assistant
- Office Technician
- Executive Secretary
- Administrative Manager
- Computer Applications Specialist
- Secretary
- Bookkeeper
- Receptionist
- Word Processor
- Records Manager
- Medical Office Assistant (See Allied Health program)

Gainful Employment: Federal regulations require institutions to provide students with Gainful Employment information for specific certificate programs offered at IVC. Please click on our Programs of Study link to view the information for each certificate program: http://www.imperial.edu/courses-and-programs/programs-of-study/
### BUSINESS OFFICE TECHNICIAN

#### ASSOCIATE DEGREE PROGRAM

**BUSINESS OFFICE TECHNICIAN MAJOR – A.S. DEGREE**

Twenty-eight (28.0) units and skill level required for the major.

ALL COURSES FOR THIS MAJOR MUST BE COMPLETED WITH A MINIMUM GRADE OF "C" OR BETTER.

I. **Required courses for the major (28.0 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 059</td>
<td>Practical English for the Workplace</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 061</td>
<td>Business English</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 063</td>
<td>Essentials in Workplace Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 164</td>
<td>Microsoft Word for the Workplace</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 167</td>
<td>Machine Calculation</td>
<td>1.0</td>
</tr>
<tr>
<td>BUS 169</td>
<td>Records Management</td>
<td>2.0</td>
</tr>
<tr>
<td>BUS 172</td>
<td>Office Procedures for the Workplace</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 176</td>
<td>Office Transcription</td>
<td>1.0</td>
</tr>
<tr>
<td>BUS 180</td>
<td>Microsoft Office Suite for the Workplace</td>
<td>4.0</td>
</tr>
<tr>
<td>BUS 260</td>
<td>Business Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>WE 201*</td>
<td>Internship</td>
<td>1.0</td>
</tr>
<tr>
<td>WE 220*</td>
<td>Internship</td>
<td>1.0</td>
</tr>
</tbody>
</table>

* It is recommended that the work experience courses be taken after the completion of at least 12 units in the major.

**NOTE: BUS 059 is recommended before BUS 063.**

III. **Required skill level for the major**

Keyboarding skill level 40 nwpmp. (BUS 154, Beginning Keyboarding and Document Formatting and BUS 156, Keyboarding: Speed & Accuracy, may be helpful in obtaining this skill level.)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Major Units</td>
<td>28.0</td>
</tr>
<tr>
<td>IVC Graduation Requirements and GE Pattern:</td>
<td>30.0</td>
</tr>
<tr>
<td>Electives (as needed to reach 60 degree applicable units)</td>
<td>____</td>
</tr>
<tr>
<td>Total Maximum Units</td>
<td>60.0</td>
</tr>
</tbody>
</table>

#### CERTIFICATE PROGRAM

**BUSINESS OFFICE TECHNICIAN CERTIFICATE**

Twenty-five (25.0) units and skill level required for the certificate.

ALL COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A MINIMUM GRADE OF "C" OR BETTER.

I. **Required courses for the certificate (25.0 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 059</td>
<td>Practical English for the Workplace</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 061</td>
<td>Business English</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 063</td>
<td>Essentials in Workplace Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 164</td>
<td>Microsoft Word for the Workplace</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 167</td>
<td>Machine Calculation</td>
<td>1.0</td>
</tr>
<tr>
<td>BUS 169</td>
<td>Records Management</td>
<td>2.0</td>
</tr>
<tr>
<td>BUS 172</td>
<td>Office Procedures for the Workplace</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 176</td>
<td>Office Transcription</td>
<td>1.0</td>
</tr>
<tr>
<td>BUS 180</td>
<td>Microsoft Office Suite for the Workplace</td>
<td>4.0</td>
</tr>
<tr>
<td>WE 201*</td>
<td>Internship</td>
<td>1.0</td>
</tr>
</tbody>
</table>

* It is recommended that the work experience courses be taken after the completion of at least 12 units in the major.

**NOTE: BUS 059 is recommended before BUS 063.**

III. **Required skill level for the certificate**

Keyboarding skill level 40 nwpmp. (BUS 154, Beginning Keyboarding and Document Formatting and BUS 156, Keyboarding: Speed & Accuracy, may be helpful in obtaining this skill level.)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Certificate Units</td>
<td>25.0</td>
</tr>
<tr>
<td>Total Maximum Units</td>
<td>25.0</td>
</tr>
</tbody>
</table>