



*Internal Certificate*      **2009-2010**

**English as a Second Language  
Elkhorn Campus**

**SPANISH: BUSINESS OFFICE CERTIFICATE  
(90-861-1)**

**17 Credits**

- This certificate is designed for students whose first language in Spanish. Special effort will be made to assist students with language barriers.
- This certificate will enable students to gain knowledge of microcomputer applications, Microsoft Office Suite, basic business principles, job seeking skills, and word processing skills. Students completing this certificate would be able to seek employment in offices where entry-level skills are needed.
- All classes are offered Monday and Wednesday evenings.
- Courses with an asterisk (\*) can be used toward either the Office Assistant technical diploma program or the Office Systems Technology – Administrative Assistant associate degree program.

**REQUIRED COURSES**

<b><u>Course Number</u></b>	<b><u>Course Title</u></b>	<b><u>Credits</u></b>
<b>SEMESTER 1 (FALL)</b>		
106-126	Keyboarding	1
103-100	Introduction to the Internet	1
103-110	Microsoft PowerPoint	1
103-199	PC Basics / Microsoft Office	3
<b>SEMESTER 2 (SPRING)</b>		
*106-137	Keyboarding Applications	3
102-137	Introduction to Business	3
<b>SEMESTER 3 (SUPER SPRING/SUMMER)</b>		
*106-183	Word Processing I	3
103-102	Microsoft Excel	1
890-102	Job Seeking Skills	<u>+ 1</u>
		17

NOTE: Students must complete a certificate program with a minimum of a 2.0 Program GPA.  
NOTE: Prerequisites can be waived with departmental approval.