



Charter Oak Adult Education

Business Office Technology

The Business Office Technology course provides computer program literacy, measures proficiency, and identifies opportunities for enhancement of skills. Students will learn the basic functions of the Windows operating system, Internet concepts, E-mail, word processing, slide presentations, desktop publishing, and spreadsheet software applications.

This course will acquaint the student with the personal computer that will develop introductory to intermediate skills. Successful candidates will have the opportunity to acquire a certification credential that sets them apart from their peers in the competitive job market. The certificate is a valuable credential that is recognized worldwide as proof that an individual has the desktop computing skills needed to work productively and efficiently.

State Standards: Career Technical Standards

<https://www.cde.ca.gov/ci/ct/sf/ctemcstandards.asp>

Holidays: NA

Location/Contact Information:

Charter Oak Adult Education Main Campus / Room C-5
1115 East Puente Street, Covina, CA 91724
Wednesdays: 6:00 p.m. – 9:00 p.m.
July 13, 2022 – September 14, 2022

Instructor: Richard Knott
E-mail: rknott@cousd.net

Objectives:

- The student will understand basic to intermediate and some advanced fundamentals of Microsoft Office 2016.
- The student will be exposed to examples of the computer as a useful tool in the workplace.
- The student will foster an appreciation of Microsoft Office as a useful tool in the workplace.
- The student will gain an understanding of the Business World and the integration tools.

Business Office Technology:

- Express Employment Professionals Business Office Technology Certification Strategies for Success
- Workplace Technology
- Microsoft® Word 2016 Basics
- Microsoft® PowerPoint 2016 Basics
- Microsoft® Excel 2016 Basics
- Microsoft® Access 2016 Basics
- Microsoft® Publisher 2016 Basics
- Microsoft® Outlook 2016 Basics
- Telecommunications Basics
- Introduction to Computers
- Operating Systems & Networking
- Business Mailing Procedures
- Business Documents & Technology
- Internet Basics
- Web Ethics & E-Issues
- Business Ethics
- Express Employment Professionals Business Office Technology Certification Review