



BUSINESS CERTIFICATION SEQUENCING

OFFICE ASSISTANT

PREREQUISITE COURSES

- Introduction to Computers/
Windows/Outlook
- Introduction to Word
- Keyboarding I* (45 NWPM)
- Basic Business Skills
- Filing*
- Introduction to Excel
- Job Readiness

Students must complete an Office Assistant Certificate prior to completing any certificates listed below.

ADMINISTRATIVE ASSISTANT

- PowerPoint
- Publisher
- Word Advanced
- Excel Advanced
- Keyboarding II* (55 NWPM)
- Simulated Office Development*

BOOKKEEPER/ ACCOUNT TECHNICIAN

- Machine Calculation* (125 NSPM)
- Excel Advanced
- Record Keeping I & II
- Accounting I, II, & III*
- QuickBooks

MEDICAL RECEPTIONIST

- Machine Calculation* (125 NSPM)
- Word Advanced
- Excel Advanced
- Keyboarding II* (55 NWPM)
- Record Keeping I & II
- Medical Terminology*

* Indicates Articulation with Bakersfield College

