

Business Administration: Business Operations Support Assistant Career Pathway Certificate of Completion



Business and Management

Intended Program Outcomes:

This CPCC introduces students to the field Business Administration through office support and various business administration functions. The program offers students the opportunity to develop entry-level business skills.

Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Understand various functions in the business environment
- Assist with performing various business functions and solve problems in a business environment
- Perform various basic math calculations required in an office/business environment
- Produce clear, concise, and mechanically-correct written documents
- Meet or exceed the current speed and accuracy requirements for document processing
- Use appropriate technology (word processing, spreadsheet, database and presentation software) in the office/business environment

TERM 1

BA131 Introduction to Business Computing	4
BT121 Document Processing I	4

TERM 1 Total: 8

TERM 2

BA101 Introduction to Business	4
BA104 Business Mathematics	4
or MTH095 Intermediate Algebra (or higher)	(5)

TERM 2 Total: 8

TOTAL CREDITS: 16

(Information based on the 2015-16 BMCC Academic Catalog)