

## Computer Business Presentations and Publishing

**Award Type:** Certificate of Accomplishment

Computer Business Presentations and Publishing is designed to provide training to develop presentation and publishing skills required in many business areas for training, sales and customer service jobs. Computer skills such as word processing, presentation software and desktop publishing are emphasized. Students will also receive training in advertising and public relations strategies.

**The graduate of the Certificate of Accomplishment in Computer Business Presentations and Publishing will:**

- Communicate clearly and professionally.
- Apply proper administrative operations and procedures for business.
- Demonstrate the use of software applications to accomplish appropriate tasks.
- Analyze and solve problems related to legal office procedures and administrative operations.

### Program Requirements

**A total of 5.5 units is required for the certificate.**

#### Core courses

Course Number	Course Title	Units
BUS 382	Advertising & Public Relations Strategies	0.5
	or	
BUS 394	Managing Verbal Communication	0.5
CBOT 360	Word - Basics	1.0
CBOT 361	Intro to PowerPoint	1.0
CBOT 333	Business Desktop Publishing	3.0