

Short-Term Career & Technical Education Programs

Business Office Systems Program

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The program prepares students for entry/intermediate-level office careers.

Students can receive one certificate by taking classes in Clerical/Receptionist, Administrative Assistant, or Bookkeeping. In this self-paced program, students will review basic academic and workplace skills and will be trained to use industry-current computer software designed to increase office productivity.

A full-time student will take approximately three semesters to complete the program.

BUS 2601A Microcomputer Keyboarding A

BUS 2601B Microcomputer Keyboarding B

BUS 2600 Word Processing

BUS 2605 Word Processing Applications

BUS 2530 Business Office Systems



Certificate Program

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