

# LOS ANGELES HARBOR COLLEGE

Business Division

## Business Information Worker WORKPLACE READINESS CERTIFICATE

### Spring 2017 Course Offerings

February 6th - June 5th



#### **BUSINESS 032—3 UNITS**

##### **Business Communications (CSU)**

Success in today's competitive, diverse and global business environment requires excellent communication and teamwork skills. This course will help students to solve problems, use various forms of written communication, collaborate with work teams and use technology to communicate.

Sec. 0913	T Th	11:10 - 12:15 pm	T211
& Lab	T Th	12:15 -1:20 pm	T211

#### **ONLINE COURSES**

Sec. 7635	Onl.	4:50 hrs/wk TBA	Internet
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\*Contact [mrsclairin@msn.com](mailto:mrsclairin@msn.com) as soon as you register.

#### **CAOT 001—3 UNITS**

##### **Computer Keyboarding and Document Applications I (CSU)**

This beginning course in computer keyboarding is designed to develop mastery of the keyboard and fundamental keyboarding techniques.

Sec. 7500	MW	8:00 am - 9:40 am	T210
& Lab	TBA	3:10 hrs/wk TBA	Internet

Sec. 7501	T Th	2:00 pm - 3:40 pm	T210
& Lab	TBA	3:10 hrs/wk TBA	Internet

#### **CAOT 047—2 UNITS**

##### **Applied Office Practice**

Students get practical experience in clerical office work.

Sec. 0972	MW	11:10 am - 12:35 pm	T210
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Sec. 3040	T Th	3:30 pm - 4:45 pm	T210
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#### **CAOT 067—2 UNITS**

##### **Microsoft Office Applications: Outlook**

Students learn to use the features of Microsoft Outlook in the business setting. This course includes sending and receiving e-mail messages as well as managing contacts and mail. It allows students to learn and use (1) Outlook's Calendar for scheduling appointments, planning meetings, and scheduling events; (2) Outlook's Tasks features; and (3) Outlook's Notes feature.

\*Refer to the LAHC.EDU website for updated course listings. Not offered in Spring 2017.

#### **CAOT 084-3 UNITS**

##### **Microcomputer Office Applications: Word Processing (CSU)**

This course provides hands-on training in the latest Microsoft Word software and prepares students to take the Microsoft Certification Exam. It includes beginning, intermediate, and advanced levels of Microsoft Word. Instruction for this course is offered in the classroom and on-line to fit the busy schedule of students.

\*Refer to the LAHC.EDU website for updated course listings. Not offered in Spring 2017 semester.

#### **CAOT 085-3 UNITS**

##### **Microcomputer Office Applications: Spreadsheet**

Course provides hands-on experience in spreadsheets. Students learn to create, edit, format and print worksheets, graphs and reports. Covers use of formulas, functions and macros to analyze data and automate tasks. \*Refer to catalog for additional instructions

Sec. 7512	M	1:50 pm - 4:20 pm	T210
& Lab	TBA	3:10 hrs/wk TBA	Internet

#### **CAOT 092-2 UNITS**

##### **Computer Windows Applications**

This course provides an in-depth study of the Windows operating system. Students will learn about the Windows environment, the Windows desktop, folder and file management, and personal information management and communication. Students will develop a personal work environment, customize the computer using the control panel, sort and filter files, manage security setting, and utilize Window's multimedia features.

\*Refer to the LAHC.EDU website for updated course listings. Not offered in Spring 2017.

#### **CO INFO 001—3 UNITS**

##### **Principles of Business Computer Systems I (UC:CSU)**

This is an introduction to the principles and functioning of computer systems used in business. Topics pertain to operating systems, word processing, spreadsheet, database and Internet through hands-on assignments using the computer. This course does not teach keyboarding skills.

\*Multiple sections offered during Spring 2017 semester, please refer to the Course Catalog for additional course listings.

#### **MGMT 033—3 UNITS**

##### **Personnel Management (CSU)**

Human resource management techniques and procedures are studied. Topics included are: selection, placement, testing, orientation, counseling, merit training, promotion, transfer, training, and fringe benefits.

Sec. 7693	Onl.	3:10 hrs/wk TBA	Internet
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## **Business Information Worker (BIW)**

### **6-Month Bridge Certificate Program**

Job titles ranging from “receptionist” and “clerk,” to “customer service representative” are no longer considered the training ground for new employees. These entry-level positions are now a part of the business strategy for growth, and employers are looking for applicants with a better set of skills. *This short-term program provides the hiring for attitude and technical skills foundations needed to be successful in an office environment.*

This new “business information worker” usually reports to a supervisor, and often they work in small to medium sized companies (SME) where they will be given some degree of creativity and latitude to do the job. Many of these workers have learned to take initiative and advance their careers, while others take a class and acquire new skills in a fraction of the time it takes to learn on-the-job. Local *employers look to this “Business Information Worker, Work Readiness Certificate” program as a tool to identify qualified, potential job candidates.*

Los Angeles Harbor College Career Pathways combine academic and technical skills training, with workplace readiness in high-growth industry sectors that offer promising employment opportunities and competitive salaries. Your training will expose you to required on-the-job occupational skills, while giving you the career support you’ll need to accomplish your long-term educational goals.

#### **ARE YOU READY TO GET STARTED?**

Eddie Galeana

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***Get an Education, Get a Job***  
***Get a Better Education, Get a Better Job***