
Accelerated Business Essentials

Objective: This short-term, accelerated program is designed to prepare graduates for employment as administrative specialists, project manager assistants, office assistants, or other administrative support positions in a variety of career fields. This program is tailored for those with previous college education and/or work experience to meet the demands of today's employer. In keeping with the philosophy of the College, the emphasis in this program is placed on vocational skills.

Prerequisites: (1) Net keyboarding speed of 30 WPM on a 5-minute timing, and (2) College transcript indicating completion of 30 semester units or résumé outlining three years of office work experience.

Note: All units in this program are transferable to the Specialized Associate Degree – Business program.

Expected Educational Outcomes: Upon completing the Accelerated Business Essentials program, students will have demonstrated:

1. A working knowledge of entrepreneurship principles including the process to create, finance, market, and manage businesses or other organizations.
2. A working knowledge of computer programs used in business including word processing and spreadsheets.
3. Competence in using language arts to write and/or produce professional documents and correspondence.
4. The ability to use management skills, critical thinking, and leadership in the business setting.
5. An understanding of ethical and professional practices of the modern office.

Diploma awarded upon successful completion of all graduation requirements.

Empire College
3035 Cleveland Avenue
Santa Rosa, CA 95403
707-546-4000
www.empcol.edu

Empire College
Business – Law – Technology – Medical

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Program Outline: Requirements for Graduation

Class No.	Class Title	Qtr.		Class No.	Class Title	Qtr.	
		Hours	Units			Hours	Units
ACN160A	Fundamentals of Accounting IA	24	2.0	ENN300A	Business Correspondence I	24	1.0
ACN16LA	Fundamentals of Accounting IA Lab	24	1.0	GBN050	Information Literacy	24	2.0
ACN160B	Fundamentals of Accounting IB	24	2.0	GBN101	Career Transitions	24	2.0
ACN16LB	Fundamentals of Accounting IB Lab	24	1.0	GBN132A	Administration: Office Management	24	2.0
BMN141	Math Review	24	1.0	GBN132B	Administration: Records Management	24	2.0
BMN142	Business Math	24	2.0	GBN132C	Administration: Project Management	24	2.0
CMN100	Computer Literacy	24	1.0	MNN230A	Entrepreneurship: Creating a Business	24	2.0
CMN127B	Introduction to Word I	24	1.0	MNN230B	Entrepreneurship: Financing and Marketing a Business	24	2.0
CMN127C	Introduction to Word II	24	1.0	MNN230C	Entrepreneurship: Managing a Business	<u>24</u>	<u>2.0</u>
CMN166A	Beginning Excel	24	1.0		Total:	600	40.0
CMN185A	QuickBooks Pro I	24	1.0		Total Weeks/Quarters:	30/2.5	
CSN225A	Electronic Messaging with Virus Protection	24	1.0		Keyboarding Speed Graduation Requirement:		
ENN100A	Business English IA - Grammar	24	2.0		40 NWPM		
ENN100B	Business English IB - Grammar	24	2.0				
ENN200A	Business English IIA - Punctuation	24	2.0				
ENN200B	Business English IIB - Punctuation	24	2.0				