

Why Join CSBU?

California South Bay University is young and energetic, and therefore, its goal is to keep growing following the development of the industries. CSBU is dedicated to providing a learning environment where students can establish increased confidence of their ability to adapt to the fast changing technological world and of their personal strength. Joining CSBU will enable you to:

- ▶ gain knowledge and skills reflecting the newest trend of technology advancement.
- ▶ nurture leadership capability which will be a valuable asset for personal career development.
- ▶ develop vision and spirit of entrepreneurship to facilitate self actualization.
- ▶ get access to various resources for job placement.



CSBU
California South Bay University
CSBU
762 San Aleso Ave.
Sunnyvale, CA 94085
www.csbu.us



CSBU
California South Bay
University

Computer Office Assistant



U.S. Postage
PLACE
STAMP
HERE

Call (408) 400-9008

Mission

California South Bay University is a learning community that seeks to serve society by educating the leaders of tomorrow and extending the frontiers of knowledge. The mission of California South Bay University is to provide a synthesis of innovative and traditional education leading to outstanding professional opportunities for adult learners. Our educational goal is to give the student a solid background in general studies as well as specialized knowledge in a chosen field.



Computer Office Assistant

Computer office assistant (720 hours) program allows you to gain the skills you need to make effective use of today's most popular and powerful business applications while you prepare for professional certifications. Starting with windows basics, you progress through the individual applications, and conclude with advanced level applications that will prepare you for a corresponding certified Microsoft office user specialist exam, these applications include word, excel, outlook, PowerPoint, and access.



Application for Certificate Programs

- Fill out an application form
- A \$50.00 non-refundable application fee
- You need to prepare the following documents:
 - ▶ Diploma of highest earned degree
 - ▶ Right to work documentation
 - ▶ Social security card
 - ▶ Valid driver license
 - ▶ Alien documentation
 - ▶ Residential address
 - ▶ Selective service registration card (male citizens only)



CSBU Facts

- ▶ Attention to individual student
- ▶ Clean, safe environment
- ▶ Free parking
- ▶ Guaranteed tuition
- ▶ Financial Aid
- ▶ A lot of hands on training
- ▶ Job placement

Program Concentration:

- ▶ Computer Keyboarding
- ▶ Office Procedures
- ▶ Applied Office Practices
- ▶ Records Management and Filing
- ▶ Microcomputer Software Survey in the Office
- ▶ Word Processing
- ▶ Spreadsheet
- ▶ Desktop Publishing
- ▶ Introduction to the Internet
- ▶ Web Page Design

For more information,
please visit:
CSBU Website: www.csbu.us
Phone: (408) 400-9008
Email: info@csbu.us