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# Business Information Worker Certificate of Specialization: Not Transcript Reported

 [Download PDF / Print Business Information Worker CS Page \(/current/programs/business-information-worker-cs.pdf\)](#)

## Related Degrees & Certificates



### AS Associate in Science Degree Program

[Business Administration \(business-administration-as.php\)](#)

[Business Assistant \(business-assistant-as.php\)](#)

[Business Management \(business-management-as.php\)](#)

[Entrepreneurship and Small Business Management \(entrepreneurship-and-small-business-management-as.php\)](#)

[Marketing \(marketing-as.php\)](#)

### AS-T Associate in Science Degree for Transfer

[Business Administration 2.0 \(business-administration-2-0-as-t.php\)](#)

### CA Certificate of Achievement

[Business Administration \(business-administration-ca.php\)](#)

[Business Assistant \(business-assistant-ca.php\)](#)

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[Business Information Worker \(business-information-worker-ca.php\)](#)

[Business Management \(business-management-ca.php\)](#)

[Digital Marketing \(digital-marketing-ca.php\)](#)

[Entrepreneurship and Small Business Management \(entrepreneurship-and-small-business-management-ca.php\)](#)

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[Human Relations in the Workplace \(human-relations-in-the-workplace-ca.php\)](#)

[Marketing \(marketing-ca.php\)](#)

### CS Certificate of Specialization: Not Transcript Reported

[Digital Marketing \(digital-marketing-cs.php\)](#)

[Entrepreneurship for Spanish Speakers \(entrepreneurship-for-spanish-speakers-cs.php\)](#)

## Career Opportunities

Upon completing this certificate of specialization, students will be prepared for entry-level support positions in various office settings, including roles such as administrative assistant, office clerk, receptionist, or data entry specialist. The skills acquired in computer applications, keyboarding, and workplace communication are essential for supporting office operations in industries like healthcare, finance, education, and government. This certificate also provides a strong foundation for further study, leading to higher-level administrative or specialized business roles through advanced certifications.

## Program Learning Outcomes

Students completing this program will be able to:

- ☑ Improve keyboarding and proofreading skills, including speed, accuracy, and attention to detail for producing professional documents.
- ☑ Demonstrate proficiency in using Microsoft Windows and basic word processing software to complete everyday office tasks efficiently.
- ☑ Apply practical human relations skills in a professional workplace environment, including communication, teamwork, and conflict resolution.

## Program Overview

The Business Information Worker (BIW) certificate of specialization provides students with essential business and office technology skills for entry-level positions in today's workforce. Students will gain proficiency in Microsoft Windows, word processing, computer keyboarding, and interpersonal workplace relations. These foundational skills prepare students for success in various office environments and create a pathway to further business information worker training. This certificate is designed to scaffold into the more comprehensive 18-unit BIW certificate, offering students a flexible approach to career advancement.

## Requirements

Complete Core Courses, 7.5 units		Units
<a href="#">BUS. 101 (../courses/business/bus-101.php)</a>	Human Relations in the Workplace	3 units
<a href="#">CBOT 448 (../courses/computer-business-office-technology/cbot-448.php)</a>	Using Microsoft Windows	1.5 units
<a href="#">CBOT 472 (../courses/computer-business-office-technology/cbot-472.php)</a>	Beginning Word Processing	1.5 units
OR		
<a href="#">CBOT 474 (../courses/computer-business-office-technology/cbot-474.php)</a>	Intermediate Word Processing	1.5 units
<a href="#">CBOT 415 (../courses/computer-business-office-technology/cbot-415.php)</a>	Beginning Computer Keyboarding	1.5 units

Total Required Units: 7.5