



Business Information Worker Certificate of Achievement

Program Overview

The Business Information Worker Certificate of Achievement is designed to prepare students for entry-level office and administrative support in a variety of fields or businesses. This certificate is a job readiness certificate for office workers, and was developed with local employers. Essential components of the Business Information Worker curriculum include a solid foundation in Microsoft Windows, Outlook and MS Office software, as well as strong digital and web literacy skills.

Requirements

Major: Core and Selective Requirements

Complete Core Courses, 16.5 units		Units
BUS. 101	Human Relations in the Workplace	3 units
BUS. 103	Introduction to Business Information Systems	3 units
BUS. 401	Business Communications	3 units
CBOT 415	Beginning Computer Keyboarding	1.5 units
CBOT 435	Spreadsheets	3 units
CBOT 448	Using Microsoft Windows	1.5 units
CBOT 475	Using Outlook	1.5 units

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Related Degrees & Certificates

AS Associate in Science Degree Program

Business Administration	60 units
Business Assistant	60 units
Business Management	60 units
Entrepreneurship and Small Business Management	60 units
Marketing	60 units

AS-T Associate in Science Degree for Transfer

Business Administration 2.0	60 units
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CA Certificate of Achievement

Business Administration	19 units
Business Assistant	18 - 19 units
Business Management	19 units
Entrepreneurship and Small Business Management	21 - 22 units