

BUSINESS INFORMATION WORKER I CERTIFICATE OF ACHIEVEMENT

The Business Information Worker I Certificate of Achievement prepares students for entry-level office, computer, and administrative positions for a wide variety of industries including but not limited to Government, Education, Retail, Food Service, and Not for Profit Industries.

Required Courses

Course Number	Course Name	Units
BUS 107	Customer Service	3
BUS 134	Human Relations in Business	3
BUS 170	Business Communication Skills for Managers	3
CSC 104	Computers and Computer Applications	3
CSC 116	Information and Communication Technology Essentials	4

Plus 3 – 4 additional units selected from the following

Course Number	Course Name	Units
CSC 162	Microsoft Word, Advanced	3
CSC 164	Electronic Spreadsheets	3
CSC 220	Introduction to Computer Science	4

Total units required for Certificate

19 – 20

Program Level Student Learning Outcomes:

1. Design, compose, edit and maintain office-related documents and data.
2. Understand the basic functionality of computer systems and networks, at a high level.
3. Communicate effectively using various relevant technologies and methods in the business environment.
4. Analyze communication and information technology to increase sales, target marketing, and improve customer experience.