

## **BUSINESS INFORMATION WORKER I**

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:**

		<b>Units</b>
BUS 107	Customer Service	3
BUS 134	Human Relations in Business	3
BUS 170	Business Communication Skills for Managers	3
CSC 116	Information and Communication Technology Essentials	4
CSC 201	Computers and Computer Applications	3

### **Plus one additional course from the following:**

		<b>Units</b>
CSC 162	Microsoft Word, Advanced	3
CSC 164	Electronic Spreadsheets	3
CSC 197	Computer Science Internship	2 - 4
CSC 220	Introduction to Computer Science	4

### **Total units required for Certificate**

**18 – 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.