

# BUSINESS INFORMATION WORKER CERTIFICATE OF ACHIEVEMENT

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The Business Information Worker Certificate of Achievement is a job readiness pathway or certificate for office workers, developed in conjunction with local employers. Enrolled students are prepared in a broad range of entry-level office skills and applications which promote success in a variety of office environments. Essential components of the curriculum include a solid foundation in Microsoft Windows and Office, as well as critical thinking, problem solving, and interpersonal skills.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Use computer input devices to properly and efficiently create and edit documents in word processing and spreadsheet programs, such as Word and Excel, and electronic communications such as email.
- Work effectively, respectfully, ethically and professionally with people of diverse ethnic, cultural, gender and other backgrounds, and with people of different organizational roles, social affiliations, and personalities.
- Communicate effectively and professionally in business situations through physical or virtual presence, writing, speaking, and electronic media.

## Certificate Requirements

Code	Title	Units
BOT-100	Basic Keyboarding	1
BOT-114	Essential Word	1
BOT-115	Essential Excel	1
BOT-119	Windows for the Information Worker	2
BOT-151	Using Microsoft Outlook	1
BUS-115	Human Relations in Business	3
BUS-128	Business Communication	3
CIS-110	Principles of Information Systems	4
<b>Total Units</b>		<b>16</b>

## Certificate of Achievement

Students who complete the requirements above qualify for a Certificate in Business Information Worker. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.