BUSINESS INFORMATION WORKER CERTIFICATE OF ACHIEVEMENT

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.

Certificate of Achievement 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
CSIS-110	Principles of Information Systems	4
Total Units		**16**

Any student who completes the preceding major requirements for Administrative Assistant or Executive Assistant qualifies for a Certificate of Achievement in Business Office Technology. An official request must be filed with the Admissions and Record Office prior to the deadline as stated in the Academic Calendar.