

CA Business Information Worker

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.

Career Opportunities

The Business Information Worker (BIW) Certificate of Achievement is often used by students who already have Associate or Bachelor's Degrees who want to change careers or enhance their skills. Alternatively, students who are working on their Associate or Bachelor's Degrees are encouraged to complete the BIW Certificate of Achievement to aid them in securing employment to support themselves while continuing to attend college. The BIW Certificate of Achievement is ideal for students seeking to be trained in a field different from their previous work experience, and offers an affordable alternative to more costly private college and university programs in this field of study. Upon successful completion of the BIW Certificate of Achievement, students should be able to: produce basic business correspondence and reports with appropriate formatting using Word, maintain an office calendar for one or more individuals, develop simple spreadsheets with charting, discuss computer equipment and programming systems needs and troubleshoot basic computer problems. Moreover, students should be prepared to communicate, make informed decisions, and handle personnel problems in office environments. After successful completion of the Certificate of Achievement in Business Information Worker, employment possibilities include: General Office Clerk, Retail Salespersons, Customer Service Representatives, and Receptionists and Information Clerks.

Program Learning Outcomes

Students completing this program will be able to:

1. Work in teams analyzing and solving business problems.
2. Determine the most appropriate software for a specific project or task.
3. Improve keyboarding and proofreading skills.

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

Selective Courses, choose 1.5 units from the following:

	Units	
CBOT 472	Beginning Word Processing	1.5 units
OR		
CBOT 474	Intermediate Word Processing	1.5 units

