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.

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
Total Units		**16**

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.