

BUSINESS INFORMATION WORKER, CERTIFICATE OF ACHIEVEMENT

3_CN_BIW

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. (Formerly known as Office Admin/Specialist/Manager.)

Program Level Student Learning Outcomes

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

1. Communicate effectively, organize and manage daily operations in a professional office setting.

Certificate Graduation Requirements

A Certificate is awarded upon completion of the required coursework with a grade of C or higher in each course. To receive the certificate, the student must file a petition for graduation during his/her final semester. In addition:

Certificate of Achievement

- Student must be in attendance at the time requirements are completed.
- Students must also earn a minimum of 12 units of coursework at Coastline, excluding experiential credit.
- A student with prior experience may be excused from certain certificate courses.
- 50 percent of the certificate program's units must be completed at Coastline no matter how the total number of units required for the certificate can be met.

Course	Title	Units
Required Courses		
Students will complete all of the following:		
BC C104	Introduction to Windows Operating System	1.5
BC C107A	Keyboarding	1.5
BC C107B	Keyboarding and Formatting Documents	1.5
BC C112	Office Organization	3
BC C115	Customer Service/Soft Skills	1.5
BC C120	Microsoft Excel 1	1.5
BC C121	Microsoft Excel 2	1.5
BC C147	Beginning Microsoft Word	2
BC C148	Intermediate Microsoft Word	2
CIS C100	Introduction to Information Systems	3
ENGL C136	Business Communication	3
Total Units		22