

BUSINESS INFORMATION WORKER, CERTIFICATE OF ACHIEVEMENT

Course	Title	Units
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

Banner Code: 3_CN_BIW

Control Number: 35740

Financial Aid Eligible

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. A grade of P (Pass) is acceptable, however, the student must meet an overall GPA requirement of 2.0 to receive the certificate. To receive the certificate, a student must file a petition for graduation during their final semester prior to the application deadline as noted on the Coastline Graduation webpage (<https://www.coastline.edu/student-life/graduation.php>).

Certificate of Achievement

Certificate programs are designed to prepare individuals to enter a particular field of employment or to provide in-service training to those already employed. Certificates of Achievements are majors that include 16 units or more and will be posted on the transcript. They may be used as elective units towards the A.A. or A.S. Degree.

- 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 Core		
Complete 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