

BUSINESS INFORMATION WORKER, CERTIFICATE OF ACHIEVEMENT

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.

Review Graduation Requirements (<https://catalog.cccd.edu/coastline/graduation-requirements/certificates/#achievementtext>).

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
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