

BUSINESS INFORMATION WORKER II CERTIFICATE OF ACHIEVEMENT

The Business Information Worker II (BIW-II) Certificate of Achievement builds upon the Business Information Worker Certificate of Achievement providing students with advanced skills for the workplace. Additional skills that students can apply to the workplace include Accounting, database, and records management. This certificate provides students with skills for the next step in office, computer, and administrative positions for a wide variety of industries including but not limited to Government, Education, Retail, Food Service, and Not-For-Profit Industries.

Required Courses:		Units
BUS 107	Customer Service	3
BUS 108	Computerized Accounting	3
BUS 134	Human Relations in Business	3
BUS 170	Business Communication Skills for Managers	3
CSC 104	Computers and Computer Applications	3
CSC 116	Information and Communication Technology Essentials	4
CSC 164	Electronic Spreadsheets	3
CSC 166	Database	3
Plus 2 – 4 additional units selected from the following:		Units
CSC 162	Microsoft Word, Advanced	3
CSC 220	Introduction to Computer Science	4
WEE 196	Work Experience Education	2 - 4
Total units required for Certificate		27 – 29

Program Level Student Learning Outcomes:

1. Utilize and maintain electronic records in a small office environment.
2. Install, use, and maintain computerized accounting software for a business.
3. Analyze communication and information technology to increase sales, target marketing, and improve customer experience.
4. Communicate effectively using various relevant technologies and methods in the business environment.
5. Design, compose, edit, and maintain office-related documents and data.
6. Understand the basic functionality of computer systems and networks, at a high level.