

BUSINESS INFORMATION WORKER

PROGRAMS

- Certificates of Achievement



**HARTNELL
COLLEGE**

DESCRIPTION

BUSINESS INFORMATION WORKER LEVEL 1

This certificate prepares students with basic office skills to perform entry-level business office related tasks. Course offerings introduced the students to concepts such as customer service, office procedures and business communication. In addition, students acquire beginning technology skills that include word processing, spreadsheets, preparation software, personnel management software, and computer literacy.

BUSINESS INFORMATION WORKER LEVEL 2

This certificate is a continuation of the Business Office Professional pathway building on the courses already completed for the Level 1 certificate. Additional courses taken provide a continued focus on the development of office and technology skills including career management, filing procedures and record management, and computer applications including MS Word and personal management software.

GAINFUL EMPLOYMENT INFORMATION:

See the certificate program cost and the employment outlook for graduates by clicking the link below:

<http://www.hartnell.edu/gainful-employment-certificate-programs-0>

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

<https://www.hartnell.edu/students/fa/net-price-calculator.html>

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Administrative Assistant
- Billing and Posting Clerks
- Customer Service Representatives
- Executive Secretaries and Executive Administrative Assistants
- File Clerks
- Secretary

BUSINESS INFORMATION WORKER LEVEL-1 (CT.BIW1)

CERTIFICATE OF ACHIEVEMENT

Program Outcomes: Upon successful completion of this program a student will be able to:

- demonstrate the ability to use office related computer application software such as MS Word, Excel, Powerpoint, and Access.
- demonstrate knowledge of basic entry-level office computer skills and processes (keyboarding and 10-key)
- demonstrate basic oral and written business communication skills
- efficiently use a computer to perform basic office tasks including electronic file management.

Required Major Courses (17 units)

<input type="checkbox"/>	BUS-50 – Introduction to PC Applications	4.0
<input type="checkbox"/>	BUS-110 – Beginning Keyboarding & Formatting	2.0
	OR	
<input type="checkbox"/>	BUS-110A – Beginning Keyboarding	1.0
	AND	
<input type="checkbox"/>	BUS-110B – Beginning Formatting and Document Processing	1.0
<input type="checkbox"/>	ENG-102 – Composition and Reading for CTE	3.0
<input type="checkbox"/>	BUS-135 – Professional Office Skills	4.0
<input type="checkbox"/>	BUS-172 – Machine Calculations	1.0
<input type="checkbox"/>	MAT-106 – Integrated Mathematics	3.0

TOTAL: 17 UNITS

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BUSINESS INFORMATION WORKER LEVEL-2 (CT.BIW2)

CERTIFICATE OF ACHIEVEMENT

Program Outcomes: Upon successful completion of this program a student will be able to:

- successfully demonstrate oral and written skills used in the job searching process.
- create, edit and format a variety of business documents.
- demonstrate proficiency in using personal management software.
- demonstrate ability to use a variety of record management techniques.

(Complete all BIW1 courses listed) (17 units)

- | | | |
|--------------------------|---|-----|
| <input type="checkbox"/> | BUS-50 – Introduction to PC Applications | 4.0 |
| <input type="checkbox"/> | BUS-110 – Beginning Keyboarding & Formatting | 2.0 |
| OR | | |
| <input type="checkbox"/> | BUS-110A – Beginning Keyboarding | 1.0 |
| AND | | |
| <input type="checkbox"/> | BUS-110B – Beginning Formatting and Document Processing | 1.0 |
| <input type="checkbox"/> | ENG-102 – Composition and Reading for CTE | 3.0 |
| <input type="checkbox"/> | BUS-135 – Professional Office Skills | 4.0 |
| <input type="checkbox"/> | BUS-172 – Machine Calculations | 1.0 |
| <input type="checkbox"/> | MAT-106 – Integrated Mathematics | 3.0 |

Required Major Courses (11 units)

- | | | |
|--------------------------|--|-----|
| <input type="checkbox"/> | BUS-136 – Personal Information Management | 2.0 |
| <input type="checkbox"/> | BUS-150.15 – Word Processing | 3.0 |
| <input type="checkbox"/> | BUS-173 – Filing Procedures and Records Management | 3.0 |
| <input type="checkbox"/> | BUS-190 – Career Management | 2.0 |
| <input type="checkbox"/> | CWE-99 – Cooperative Work Experience | 1.0 |

TOTAL: 28 UNITS

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