

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

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>