

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.

Required Major Courses (28 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 |
| <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 | 3.0 |

TOTAL: 28 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>