

## BUSINESS INFORMATION WORKER

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### 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