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)

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

TOTAL: 17 UNITS