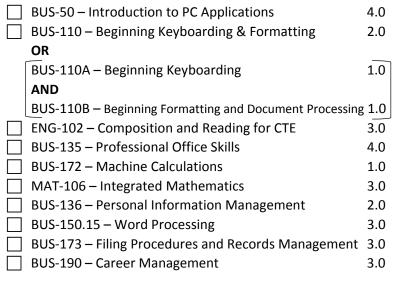
## **BUSINESS INFORMATION WORKER LEVEL-2 (CT.BIW2)**

### **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)**



**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/stud ents/fa/net-pricecalculator.html