

CITY - BUSINESS INFORMATION WORKER II - CERTIFICATE OF ACHIEVEMENT

PROPOSAL INFORMATION

Action Proposed:Program Revision

Proposal Originator:Theresa Savarese

Origination

Date:09/15/2016

Proposed Start:Fall 2018

Need for Proposal:

Add CBTE 152 as an alternative to CBTE 155 in required courses; add ACCT 150 to required courses.

PROGRAM & AWARD INFORMATION

Award Description:

Program Description:

The Business Information Worker II Certificate of Achievement is designed to provide students with the intermediate-level office skills that can facilitate advancement from entry-level to higher-level office and administrative support positions.

Program Goals:

The goal of the Business Information Worker II Certificate of Achievement is to prepare students for advancement from entry-level office and administrative support positions.

Students who successfully complete the Business Information Worker II Certificate of Achievement will be able to:

- Create professional business presentations for use in face-to-face and remote settings.
- Chart data, develop projections using pivot tables and macros, and create solutions to problems using Scenario Management using Excel.
- Efficiently organize records by electronic means.
- Design, create and maintain records using Access.
- Create and maintain a collaborative work space in SharePoint using Office 365.
- Maintain accounting details for small businesses and/or large organizations.
- Provide customer service to both internal and external customers.

Program Emphasis:

Students who successfully complete the Business Information Worker II Certificate of Achievement are prepared for advancement from entry-level positions in general office environments in a variety of fields, such as general office clerks, retail salespersons, customer service representatives, receptionists, and information clerks.

Career Options:

The emphasis of the Business Information Worker II Certificate of Achievement is to prepare students for advancement in a variety of general office environments.

The Computer Business Technology Department requires students to complete all CBTE requirements for the certificate within five years.

COURSES REQUIRED FOR THE MAJOR:

		<u>UNITS</u>
	ACCT 150 Computer Accounting Applications *Active*	3
	CBTE 127 Beginning Microsoft PowerPoint *Active*	2
	CBTE 143 Intermediate Microsoft Excel *Active*	3
	CBTE 152 Beginning Microsoft Access *Active*	2
or	CBTE 155 SharePoint Using Office 365 *Active*	2
	CBTE 205 Records Management *Active*	3
or	CBTE 206 Electronic Records Management *Active*	3
	BUSE 102 Introduction to Customer Service *Active*	3

Total Units

16

DATES & CODES**CIC Approval:** 12/08/2016**Board Approval:** 01/26/2017**State Approval:** 04/10/2018**TOP Code:** 0702.10**State Approval (Unique) Code:** 36567Subject Area: Computer Business
Technology

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Program Area: Computer Business
Technology

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