

# CITY - INTRO TO BUSINESS INFORMATION WORKER - CERTIFICATE OF PERFORMANCE

## **PROPOSAL INFORMATION**

**Action Proposed:**New Program

**Proposal Originator:**Theresa Savarese

**Origination**

**Date:**03/09/2017

**Proposed Start:**Fall 2018

### **Need for Proposal:**

Create a Certificate of Performance to introduce students to the Business Information Worker series of awards.

## **PROGRAM & AWARD INFORMATION**

### **Award Description:**

The Business Information Worker Certificate of Performance is designed to introduce students with the learning skills necessary to continue towards the Business Information Worker certificates and/or associate degree.

### **Award Notes:**

Students must complete all required courses within three (3) years in order to receive the Certificate of Performance in Intro to Business Information Worker.

### **Program Description:**

The Intro to Business Information Worker Certificate of Performance is designed to introduce students to prepare for entry-level office and administrative support in a variety of fields or businesses.

### **Program Goals:**

The goal of the Intro to Business Information Worker Certificate of Performance is to introduce students to basic oral and written business communications, basic keyboarding skills, and critical thinking and problem solving skills needed for future entry-level employment.

### **Program Emphasis:**

The emphasis of the Intro to Business Information Worker Certificate of Performance is to introduce students to a broad range of skills and applications.

Students who successfully complete the Intro to Business Worker Certificate of Performance will be able to:

- Learn basic keyboarding and proofreading skills;
- Build skills in oral and written business communication; and
- Work in teams analyzing and solving problems.

### **Career Options:**

Students who successfully complete the Intro to Business Information Worker Certificate of Performance are prepared for entry-level positions in general office environments, such as general office clerks, customer service representatives, and receptionists.

### **COURSES REQUIRED FOR THE MAJOR:**

	<b><u>UNITS</u></b>
BUSE 090A    Learning Skills *Active*	1.5
BUSE 092    Introduction to Business Communication *Active*	3
CBTE 094    Introduction to Computer Keyboarding *Active*	1

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Total Units

5.5

## **DATES & CODES**

**CIC Approval:** 11/09/2017

**Board Approval:** 01/25/2018

**State Approval:** 05/10/2018

**TOP Code:** 0514.10

**State Approval (Unique) Code:**

Subject Area: Computer Business  
Technology

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Technology

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