

CITY - BUSINESS INFORMATION WORKER - CERTIFICATE OF ACHIEVEMENT

PROPOSAL INFORMATION

Action Proposed:Program Revision

Proposal Originator:Theresa Savarese

Origination Date:07/20/2015

Proposed Start:Fall 2018

Need for Proposal:

Add BUSE 092 as an option in courses required for the major.

PROGRAM & AWARD INFORMATION

Award Description:

Program Description:

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

Program Goals:

The goal of the Business Information Workers Certificate of Achievement is to prepare students for entry-level office and administrative support in the following areas: Basic oral and written business communications; basic computer application skills, including beginning Excel, Word, and Outlook; the fundamentals of computer systems; and critical thinking and problem solving.

Program Emphasis:

The emphasis of the Business Information Worker Certificate of Achievement is to prepare students in a broad range of entry-level office skills and applications in order to prepare them for further on the job training specific to each work environment.

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

- Improve keyboarding and proofreading skills;
- Determine the most appropriate software for a specific project or task; and
- Work in teams analyzing and solving business problems.

Career Options:

Students who successfully complete the Business Information Worker Certificate of Achievement are prepared for 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.

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>
	BUSE 092 Introduction to Business Communication *Active*	3
or	BUSE 119 Business Communications *Active*	3
	BUSE 150 Human Relations in Business *Active*	3
	CBTE 094 Introduction to Computer Keyboarding *Active*	1
or	CBTE 095 Keyboarding Skill Development *Active*	1
	CBTE 114 Introduction to Microsoft Windows *Active*	1
	CBTE 120 Beginning Microsoft Word *Active*	2
	CBTE 140 Beginning Microsoft Excel *Active*	2
	CBTE 164 Introduction to Microsoft Outlook *Active*	1
	CISC 150 Introduction to Computer and Information Sciences *Active*	3
or	CISC 181 Principles of Information Systems *Active*	4

Total Units

16 - 17

DATES & CODES

CIC Approval: 12/10/2015

Board Approval: 01/28/2016

State Approval: 03/21/2018

TOP Code: 0702.10

State Approval (Unique) Code: 33180

Subject Area: Computer Business
Technology

Report Run: 12/09/2020 3:14 PM

Program Area: Computer Business
Technology

Program ID: 3130