

# BUSINESS INFORMATION WORKER QUICK START, CERTIFICATE OF COMPLETION NONCREDIT

- Create basic spreadsheets
- Work in teams with other administrative professionals

The Business Information Worker (BIW) Quick Start Certificate of Completion program is designed to prepare students for positions as office and administrative support workers and work closely with management in a business, professional, educational, or industrial office.

Students having successfully completed the BIW Quick Start coursework will have gained marketable skills required of the BIW—a California Community Colleges Pathway to Success initiative that leads to job readiness for an in-demand occupation.

The program is offered in the noncredit format. Noncredit instruction provides access to a variety of courses tuition free to assist students in reaching their personal, academic and professional goals.

| Course ID            | Title                                       | Units/<br>Hours |
|----------------------|---|-----------------|
| <b>Required Core</b> |   |                 |
| CAOT R800            | Introduction to Business Information Worker | 56              |
| CAOT R801            | Keyboarding (Alpha and Numeric)             | 43              |
| CAOT R802            | Keyboarding Speed and Accuracy              | 58              |
| CAOT R803            | Computer Literacy                           | 24              |
| CAOT R804            | MS Outlook                                  | 32              |
| CAOT R805            | MS Word                                     | 50              |
| CAOT R806            | MS Excel                                    | 50              |
| CAOT R807            | MS PowerPoint                               | 32              |
| <b>Total Hours</b>   |   | <b>345</b>      |

| <b>Year 1</b> |   |             |
|---------------|---|-------------|
| Fall Semester |   | Units/Hours |
| CAOT R800     | Introduction to Business Information Worker | 56          |
| CAOT R801     | Keyboarding (Alpha and Numeric)             | 43          |
| CAOT R802     | Keyboarding Speed and Accuracy              | 58          |
| CAOT R803     | Computer Literacy                           | 24          |
| CAOT R804     | MS Outlook                                  | 32          |
| CAOT R805     | MS Word                                     | 50          |
| CAOT R806     | MS Excel                                    | 50          |
| CAOT R807     | MS PowerPoint                               | 32          |
|               | <b>Units/Hours</b>                          | <b>345</b>  |
|               | <b>Total Units/Hours</b>                    | <b>345</b>  |

Upon successful completion of this program, students will be able to:

- Use the Web to conduct research
- Organize and maintain paper and electronic files
- Prepare letters, memos and e-mail
- Schedule appointments
- Prepare presentation materials including researching topic, writing basic content and preparing visuals
- Apply effective telephone techniques