

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/ Hours
Required Core		
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
Total Hours		345

Year 1		
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
	Units/Hours	345
	Total Units/Hours	345

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