

BUSINESS INFORMATION WORKER CERTIFICATE

Division: Business and Computer Information Systems

PROGRAM CODE: 1C40978

The **Business Information Worker Certificate** reflects the employable skills needed for today's business information worker. This program includes computer applications in Word, Excel, Outlook, computer concepts, and human relations in business. To earn a certificate, complete the required courses as listed with a grade of C or better. At least 50% of all course work must be completed at Cypress College. This certificate requires a total of 16 units.

Code	Title	Units
Required Courses are listed in suggested sequence (16 units):		
CIS 075 C	Business Skills Development	2
CIS 111 C	Computer Information Systems	3
CIS 116 C	MS Outlook/Office Procedures	3
CIS 132 C	Spreadsheet-Excel for Windows	4
BUS 100 C	Introduction to Business	3
COUN 139 C	Career Exploration	1
Total Units		16

Program Student Learning Outcomes:

OUTCOME 1: The Business Information Worker Certificate is focused on core skills and is designed to provide students a quicker path to the core skills required by an occupational change, career growth, or immediate placement into an entry level position. Upon successful completion of the program, students demonstrate office skills for a broad range of entry-level business positions.

http://www.curricunet.com/Cypress/reports/program_report.cfm?programs_id=1423