

BUSINESS INFORMATION TECHNOLOGY – BUSINESS INFORMATION WORKER – ASSOCIATE IN SCIENCE DEGREE, CERTIFICATE OF ACHIEVEMENT

Top Code:

0514.00

The curriculum prepares students to work in a variety of office environments by acquiring a broad range of entry-level office skills and applications. With a solid foundation in Microsoft Windows and Office as well as strong digital and web literacy skills, the Business Information Worker brings efficiency and productivity to the workplace.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

Program Outcomes

- Create, manage, and store data on collaborative web sites in an enterprise environment,
- Use business computer software to perform common tasks in an enterprise environment.
- Communicate with customers, employees, and other individuals to disseminate or explain information.
- Demonstrate critical thinking, problem solving, and professional interpersonal skills in the workplace.

Requirements for the Certificate of Achievement

Code	Title	Units
Semester I		
BIT 011	BUSINESS DOCUMENT PROCESSING	2
BIT 025	SURVEY OF COMPUTER TECHNOLOGY IN BUSINESS	3
BIT 106	BUSINESS SOFTWARE - INTRODUCTION TO MICROSOFT OFFICE SYSTEM	3
BIT 107	BUSINESS SOFTWARE-WINDOWS	1
Semester II		
ENGL C1000	ACADEMIC READING AND WRITING or ENGL C1000H ACADEMIC READING AND WRITING - HONORS	4
BIT 108	MICROSOFT OUTLOOK AND PRODUCTIVITY TOOLS	1
BIT 115	BUSINESS RECORDS SKILLS	1
BIT 122	INTERNET RESEARCH FOR BUSINESS	1
BIT 128	BUSINESS SOFTWARE-MICROSOFT WORD	2

BIT 133	BUSINESS SOFTWARE - MICROSOFT EXCEL	2
BUS 011A	BUSINESS COMMUNICATIONS	3
BUS 160	SALES AND CUSTOMER SERVICE	3
Total Units		26

Visit the Program Mapper (<https://pasadena-city.programmapper.ws/academics/interest-clusters/7e85bdcc-be06-405f-9845-b8b63e49f8c6/programs/65af8b88-bd24-0a98-c1b2-2fd4535d0797>) for a suggested sequence of courses.

General Education Requirements for the Associate in Science Degree

- General Information (<https://curriculum.pasadena.edu/academic-programs-leading-degree-certificate/>)
- PCC Local Gen Ed (<https://curriculum.pasadena.edu/academic-programs-leading-degree-certificate/#pcclocaltext>)
- Students who have previously been awarded a bachelor's degree or higher from a U.S. institutionally accredited institution shall be deemed to have fulfilled the general education and elective course requirements for the Associate in Science degree.
- Cal-GETC (<https://curriculum.pasadena.edu/degree-certificate-requirements/#calgetctext>)
- Students with rights to the former general education patterns can complete IGETC or CSU GE in lieu of Cal-GETC. Students should consult with an Academic Counselor to determine which general education pattern to complete and may refer to an appropriate archived College Catalog (<https://curriculum.pasadena.edu/previous-catalogs/>) or www.assist.org (<https://www.assist.org/>) for more information.