

# 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

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

## Requirements for the Certificate of Achievement

Code	Title	Units
<b>Semester I</b>		
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
ENGL 001A	READING AND COMPOSITION	4
	or ENGL 001AH HONORS READING AND COMPOSITION	
<b>Semester II</b>		
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
<b>Total Units</b>		<b>26</b>

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>)
- CSU Breadth (<https://curriculum.pasadena.edu/academic-programs-leading-degree-certificate/#csubreadthtext>)
- IGETC (<https://curriculum.pasadena.edu/academic-programs-leading-degree-certificate/#igetctext>)