

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

Top Code:

0514.00

This program builds on the Business Information Worker (BIW) foundation and provides students with additional skills in PowerPoint, Quickbooks, records management, and collaboration software. The secondary stage in the BIW pathway increases students' value and opportunities in multiple occupations, including but not limited to: office, business, and executive administrative support, office supervision/coordination, small business support, retail sales, and customer service.

Students completing this stage of the BIW pathway will be equipped to take multiple Microsoft Office Specialist credential exams and become a Quickbooks certified user.

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

## Program Outcomes

- Develop a solution to a business problem using the most appropriate business application software.
- Apply software tools to function effectively as a team member using collaborative web-based work spaces.
- Construct business presentations that are accurate, well-organized, and are appropriate to the audience and purpose.
- Develop accurate accounting reports using appropriate spreadsheet and accounting software.
- Organize customer service tasks using customer relationship management software.

## Requirements for the Certificate of Achievement

Code	Title	Units
ACCT 010	BOOKKEEPING - ACCOUNTING	4
ACCT 104A	COMPUTERIZED ACCOUNTING - QUICKBOOKS	3
BIT 105	BUSINESS SOFTWARE-MICROSOFT ACCESS	2
BIT 109	BUSINESS SOFTWARE-MICROSOFT POWERPOINT	2
BIT 117	COLLABORATIVE WEB-BASED WORKSPACES	1
BIT 133	BUSINESS SOFTWARE - MICROSOFT EXCEL	2
BIT 135	BUSINESS SOFTWARE - CUSTOMER RELATIONSHIP MANAGEMENT	2

MRKT 020	PRINCIPLES OF MARKETING	3
<b>Total Units</b>		<b>19</b>

Visit the Program Mapper (<https://pasadena-city.programmapper.ws/academics/interest-clusters/7e85bdcc-be06-405f-9845-b8b63e49f8c6/programs/5bf82d3d-6b97-2188-8d3c-18222d5b66d1>) 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](http://www.assist.org) (<https://www.assist.org/>) for more information.