

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

Top Code: 0514.00

The curriculum prepares students to apply commonly used computer applications to business tasks; for example, word processing, spreadsheets, presentation graphics, databases, email, Internet research, and content management. Emphasis is on the use of computer systems to collaborate with others to solve business problems.

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

Program Outcomes

1. Analyze business problems to determine the best use of software applications to communicate solutions.
2. Develop creative, accurate, and professional methods for applying technology to solve business problems.
3. Employ technological tools to expedite workflow within an organization.

Requirements for the Certificate of Achievement

Code	Title	Units
BIT 011	BUSINESS DOCUMENT PROCESSING	2
BIT 025	SURVEY OF COMPUTER TECHNOLOGY IN BUSINESS	3
BIT 105	BUSINESS SOFTWARE-MICROSOFT ACCESS	2
BIT 106	BUSINESS SOFTWARE-INTRODUCTION TO MICROSOFT OFFICE SYSTEM	3
BIT 107	BUSINESS SOFTWARE-WINDOWS	1
BIT 108	MICROSOFT OUTLOOK AND PRODUCTIVITY TOOLS	1
BIT 109	BUSINESS SOFTWARE-MICROSOFT POWERPOINT	2
BIT 117	COLLABORATIVE WEB-BASED WORKSPACES	1
BIT 122	INTERNET RESEARCH FOR BUSINESS	1
BIT 128	BUSINESS SOFTWARE-MICROSOFT WORD	2
BIT 133	BUSINESS SOFTWARE-MICROSOFT EXCEL	2
Total Units		20

Visit the Program Mapper (<https://pasadena-city.programmapper.ws/academics/interest-clusters/7e85bdcc-be06-405f-9845-b8b63e49f8c6/programs/380524d8-22ad-26ea-a149-1fdcc4d0fbd2/>) 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>)