BUSINESS INFORMATION TECHNOLOGY

Business Information Technology

DIVISION: Business

If you're interested in learning about the daily operations of a business and how information is researched and passed along, then one of our programs in Business Information Technology might be right for you.

In our Business Information Technology Certificate and AS Degree programs, you will learn the foundational skills needed to find employment in a business office job. The Business Information Worker Pathways lead to good-paying jobs in a variety of settings. Our courses place emphasis on learning to apply commonly used computer applications to business tasks, researching and organizing information, and coordinating schedules and calendars. Additionally, we offer several different Occupational Skills Certificates where you can develop skills unique to particular office jobs in the business field. Our courses also prepare you to test for industry credentials that tell employers you are ready for the job!

- Business Information Technology – Administrative Assistant – Associate in Science Degree, Certificate of Achievement (https://curriculum.pasadena.edu/academic-programs/business-information-technology/business-information-technology-administrative-assistant-as-cert-achievement/)
- Business Information Technology – Business Information Worker – Associate in Science Degree, Certificate of Achievement (https://curriculum.pasadena.edu/academic-programs/business-information-technology/business-information-technology-business-information-worker-as-cert-achievement/)
- Business Information Technology – Business Information Worker II – Associate in Science Degree, Certificate of Achievement (https://curriculum.pasadena.edu/academic-programs/business-information-technology/business-information-technology-business-information-worker-ii-as-cert-achievement/)
- Business Information Technology – Business Software Specialist – Associate in Science Degree, Certificate of Achievement (https://curriculum.pasadena.edu/academic-programs/business-information-technology/business-information-technology-business-software-specialist-as-cert-achievement/)
- Business Information Technology – Office Assistant – Associate in Science Degree, Certificate of Achievement (https://curriculum.pasadena.edu/academic-programs/business-information-technology/business-information-technology-office-assistant-as-cert-achievement/)