

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

- In an enterprise environment, create, manage, and store data on collaborative web sites.
- In an enterprise environment, use business computer software to perform common tasks.
- 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
ENGL 001A	READING AND COMPOSITION	4
	or ENGL 001AHHONORS READING AND COMPOSITION	
Semester II		
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>)
- CSU Breadth (<https://curriculum.pasadena.edu/academic-programs-leading-degree-certificate/#csubreadthtext>)
- IGETC (<https://curriculum.pasadena.edu/academic-programs-leading-degree-certificate/#igetctext>)