

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

- Analyze business problems to determine the best use of software applications to communicate solutions.
- Develop creative, accurate, and professional methods for applying technology to solve business problems.
- 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>)