

# BUSINESS INFORMATION TECHNOLOGY – OFFICE ASSISTANT – ASSOCIATE IN SCIENCE DEGREE, CERTIFICATE OF ACHIEVEMENT

Top Code:

0514.00

The curriculum prepares students for office positions such as receptionists, virtual receptionists, and information clerks. Employees in these types of positions respond to inquiries from the public, locate and provide information to other employees, coordinate electronic communications into and out of the office, maintain electronic calendars, monitor use of conference rooms, and look up customer information.

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

## Program Outcomes

- Perform a variety of tasks in a business office setting including document processing, greeting visitors, handling telephone calls, using computer systems, and managing business records.
- Apply appropriate business software to complete tasks.
- Compute, record, and proofread records and reports; review files, records and other documents to obtain information.
- Function effectively as a team member using collaborative web-based workspaces.

## Requirements for the Certificate of Achievement

Code	Title	Units
<b>Semester I</b>		
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
<b>Semester II</b>		
BIT 108	MICROSOFT OUTLOOK AND PRODUCTIVITY TOOLS	1
BIT 115	BUSINESS RECORDS SKILLS	1
BIT 117	COLLABORATIVE WEB-BASED WORKSPACES	1
BIT 122	INTERNET RESEARCH FOR BUSINESS	1
BIT 128	BUSINESS SOFTWARE-MICROSOFT WORD	2

BUS 112	BUSINESS ENGLISH	3
<b>Total Units</b>		<b>18</b>

Visit the Program Mapper (<https://pasadena-city.programmapper.ws/academics/interest-clusters/7e85bdcc-be06-405f-9845-b8b63e49f8c6/programs/d59fd54f-0f75-25a2-320c-ad2349fd74a4/>) 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>)