



## **CURRICULUM GUIDE 2021-2022**

### **BUSINESS INFORMATION WORKER, INTRODUCTORY**

#### **Certificate of Accomplishment in Business Information Worker, Introductory**

#### **INTEREST AREA: BUSINESS**

This certificate has been designed to help students increase their office automation competencies in Microsoft Windows and Microsoft Office, as well as develop strong digital and web literacy skills. This certificate will provide students with entry-level skills to get a job and allow them to bring efficiency and productivity to the workplace. This is the first of two certificates that can be completed as part of the Business Information Worker (BIW) Pathway established by the California Community Colleges Chancellor's Office

#### **Requirements for Certificate of Accomplishment:**

- a) Complete satisfactorily the courses listed for the particular certificate.
- b) Complete at least 50% of the required units at Ohlone College.
- c) Maintain a 2.0 grade point average.

#### **Student Learning Outcomes**

1. Display proficiency with the Microsoft Office Suite: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, and Microsoft Outlook.
2. Demonstrate a proficient level of keyboarding speed and accuracy.
3. Demonstrate proficiency in writing documents that focus on customer service and business.

BA-116	Business English and Communication	4
BSM-110K	Customer Service	.5
CAOT-101A	Computer Applications I	2
CS-101	Introduction to Computers and Information Technology	<u>3</u>
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