

First Year

Semester 1

13 Units

COURSE	UNITS	PRE-REQS^	SEMESTERS OFFERED*
ACCT 301 Financial Accounting	4		F, S
BUSTEC 307 Computer Keyboarding and Skill Building	3		F, S
BUSTEC 360 Word Processing Beyond the Essentials	2		F, S
BUSTEC 366 Electronic Presentations	2		F, S
BUSTEC 362 Comprehensive Electronic Spreadsheets	2		

Semester 2

13 Units

COURSE	UNITS	PRE-REQS^	SEMESTERS OFFERED*
ACCT 341 Computerized Accounting	3	ACCT 301	F, S
BUSTEC 308 Advanced Computer Keyboarding and Formatting	3	BUSTEC 307	F, S
BUSTEC 361 Advanced Word Processing	1	BUSTEC 360	F, S
BUSTEC 367 Database and Records Management	3		F, S
BUSTEC 332 Integrated Business Projects	3		F, S

Notes:

The Business Information Worker II (BIW II) Certificate will prepare students for mid-level office and administrative support in a variety of job positions in a multitude of industries, including office and executive administrative support, office supervision, small business support, retail sales, and customer service representatives. The BIW II Certificate builds on the foundation established in the BIW I certificate. Students will gain needed skills in Access, Excel, PowerPoint, QuickBooks, in addition to records management and customer relations. Students who successfully complete the BIW II certification will be prepared to test for multiple Microsoft Office Specialist certification exams.