



Business Information Worker Certificate

The Business Information Worker Certificate is designed to prepare students for entry-level office and administrative support in a variety of organizations.

Total Units: 17

First Year

Semester 1

8 Units

COURSE	UNITS	PRE-REQS [^]	SEMESTERS OFFERED [*]
BUSTEC 302 Computer-Keyboarding	2		F, S, Su
CISC 308 ^Z Exploring Computer Environments and the Internet	1		F(O), S(O)
CISC 310 ^Z Introduction to Computer Information Science	3	Advisory: familiar with basic functions of word process, spreadsheet, web browser software applications	F(O,P), S(O,P)
CISA 315 Introduction to Electronic Spreadsheets	2	Advisory: CISC 302 or 310	F(O), S(O), Su(O)

^Z At least one section of this course is offered with free textbooks and is labeled as zero textbook costs (ZTC). If it is a GE area class or elective, there may be several ZTC offerings to fulfill the GE requirement. Use the Free Textbook filter to find these courses. Learn more on the [ZTC page of the college website](#).

[^]You must have passed the prerequisite course(s) with a "C" or better; Corequisite must be taken during the same semester; Advisory means it is recommended but not required to enroll in the course.

^{*}(O) = online available (P) = partially online

Semester 2

9 Units

COURSE	UNITS	PRE-REQS [^]	SEMESTERS OFFERED [*]
BUSTEC 110 Business Procedures for Professional Success	3	Advisory: BUSTEC 302; BUSTEC 303 & BUS 100	S (Check Class Schedule for offering)

Career

Options/Outlook:

General office clerks perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring knowledge of office systems and procedures. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, bookkeeping, typing or word processing, stenography, office machine operation, and filing.

A sample of reported job titles:

Administrative Clerk (Admin Clerk), Clerical Aide, Clerical Assistant, Clerk, General Clerk, Office Assistant, Office Clerk, Office Coordinator, Office Services Specialist, Office Support Assistant

Projected job openings in California (2020-2030):

32,370

Projected growth in California (2020-2030):

2% growth

Median Salary in California (2021):

\$38,740/yr

COURSE	UNITS	PRE-REQS^	SEMESTERS OFFERED*
BUSTEC 120 ^Z Skills for Today's Office	1	Advisory: BUSTEC 302 or keyboarding 25 WAM or better and CISA 305 & 315	S (Check Class Schedule for offering)
BUS 100 ^Z English for the Professional	3	ENGRD 110 & ENGWR 51 or ESLR 320 & ELSW 320; Advisory: BUSTEC 302 & 303	F(O), S(O)
CISA 305 Beginning Word Processing	2	Advisory: BUSTEC 302; CISC 302 or 310	F(O), S(O), Su(O)

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Source:

<https://www.onetonline.org/link/summary/43-9061.00>

About this map:

This program map represents one possible pathway to complete the program. Please see a counselor to create an education plan that is customized to meet your needs. This map is not a guarantee of course availability or financial aid applicability.

Zero Textbook Costs (ZTC):

The Zero Textbook Costs designation and logo are added to any course that provides free access to all required instructional materials. These are typically shared with students through Canvas. Courses that are designated as ZTC may still require students to purchase supplemental materials such as lab coats, a calculator, art supplies, etc. See full definitions and searching tips on the [Zero Textbook Costs page of the college website](#).

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