



Business Information Professional I Certificate

The Business Information Professional II (BIP II) Certificate will prepare students for mid-level office and administrative support positions 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 BIP II Certificate builds on the foundation established in the BIP I Certificate. Students gain needed skills in business and communication and business applications such as Access, Excel, QuickBooks, and Word. Students will also learn how to manage diversity and improve intercultural communications. Students who successfully complete the BIP II certification will be prepared to test for the Expert level certification in Microsoft Excel and Microsoft Word.

Total Units: 21.5-25

First Year

Semester 1

13 Units

COURSE	UNITS	PRE-REQS [^]	SEMESTERS OFFERED*
ENGWR 300 ^Z College Composition or	3	Eligibility to enroll based on skills demonstrated through CRC's placement process OR , for students taking the ESL sequence, completion of ESL 130	F, S, Su
BUS 100 ^Z English for the Professional or	3	ESLR 320 and ESLW 320; Advisory: BUSTEC 302 and 303	F, S
BUS 310 ^Z Business Communications	3	BUS 100 (English for the Professional) with a grade of "C" or better; Advisory: Ability to key 30 or more words a minute and use a current office-level word processing program.	F, S
BUSTEC 305 ¹ Introduction to Business Information Technology	3		Check Class Schedule for offerings
BUSTEC 307 ² Computer Keyboarding and Skill Building	3	Advisory: CISC 302 (Computer Familiarization) with a grade of "C" or better	Check Class Schedule for offerings

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:

According to the Center of Excellence labor market data, business information professional jobs are projected to have an increase in annual openings in the North (Greater Sacramento) sub-region. These middle-skill occupations require more education and training beyond a high school diploma but less than a four-year degree and include positions such as first-line supervisors of office and administrative support workers, customer service representatives, receptionists and information clerks, and executive secretaries and executive administrative assistants.

Projected job openings in California (2020-2030)

41600

COURSE	UNITS	PRE-REQS [^]	SEMESTERS OFFERED*
CISC 302³ Z Computer Familiarization	2	Advisory: BUSTEC 302 (Computer- Keyboarding)	F, S, Su
CISA 305⁴ Beginning Word Processing	2	Advisory: BUSTEC 302 (Computer- Keyboarding), CISC 302 (Computer Familiarization), or CISC 310 (Introduction to Computer Information Science)	F, S, Su

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](#).

¹ Currently this class is only offered at ARC or FLC. Students may substitute BUSTEC 110 for BUSTEC 305.

² Currently this class is only offered at ARC or FLC. Students may combine BUSTEC 302 and BUSTEC 101 at CRC to substitute for BUSTEC 307.

³ Substitute course(s), CISC 300 - Computer Familiarization, is available at American River College and Sacramento City College, BUSTEC 309 - Computer Familiarization is available at Folsom Lake College.

⁴ Substitute course, BUSTEC 360 - Word Processing Beyond the Essentials, is available at Folsom Lake College.

Semester 2

8.5-12 Units

COURSE	UNITS	PRE-REQS [^]	SEMESTERS OFFERED*
MATH 300 Z Introduction to Mathematical Ideas or	3	Intermediate Algebra or the equivalent	F, S, Su
BUS 105 Business Mathematics	3		F, S
CISA 315⁵ Introduction to Electronic Spreadsheets	2	Advisory: CISC 302 (Computer Familiarization) or 310 (Introduction to Computer Information Science)	F, S, Su
CISA 126⁶ Outlook: Basics	1	Advisory: BUSTEC 302 (Computer- Keyboarding) with a grade of "C" or better	Check Class Schedule for offerings

Projected job growth in California

10%

Median Salary in California (2020):

\$47840

Source:

<https://www.onetonline.org/link/summary/43-9199.00>

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.

COURSE	UNITS	PRE-REQS^	SEMESTERS OFFERED*
BUS 498 ⁷ Z Work Experience in Business or	0.5-4		F, S, Su
CISC 498 Z Work Experience in Computer Information Science - Core	0.5-4		F, S, Su
CISA 340 ⁸ Z Presentation Graphics	2	Advisory: CISC 302 (Computer Familiarization) or 310 (Introduction to Computer Information Science)	F, S, Su

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⁵ Substitute course, BUSTEC 362 - Comprehensive Electronic Spreadsheets, is available at Folsom Lake College.

⁶ Substitute course, BUSTEC 126 - Outlook: Basics is available at Folsom Lake College, or Course CISA 126 - Outlook: Basics is available at American River College.

⁷ Substitute course, BUSTEC 498 - Work Experience in Business Technology, is available at Folsom Lake College.

⁸ Substitute course, BUSTEC 366 - Electronic Presentations, is available at Folsom Lake College.