

First Year

Semester 1

13 Units

COURSE	UNITS	PRE-REQS [^]	SEMESTERS OFFERED*
ACCT 301 Z Financial Accounting	4		F, S
BUS 300 Z Introduction to Business	3		
BUS 330 Z Managing Diversity in the Workplace	3		
BUS 310 Z Business Communications	3		

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](#).

Semester 2

9.5 Units

COURSE	UNITS	PRE-REQS [^]	SEMESTERS OFFERED*
ACCT 341 Computerized Accounting	3	ACCT 301	F, S
BUSTEC 332 Advanced Business Applications	3		F, S
COMM 325 Z Intercultural Communication	3		
BUSTEC 498 Z Work Experience in Business Technology	0.5		

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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.

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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