

Business Information Professional I Certificate

This program roadmap 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 roadmap is not a guarantee of course availability or financial aid applicability. For counseling appointments call 916.608.6510.

Total Units: 20.5

First Year

Semester 1

12 Units

COURSE	UNITS	PRE-REQS^	SEMESTERS OFFERED*
BUSTEC 309 Computer Familiarization	1		F, S
BUSTEC 307 Computer Keyboarding and Skill Building	3		F, S
ENGL C1000 College Composition	3		F, S
BUSTEC 305 Introduction to Business Information Technology	3		F, S
BUSTEC 360 Word Processing Beyond the Essentials	2		F, S

Semester 2

8.5 Units

COURSE	UNITS	PRE-REQS^	SEMESTERS OFFERED*
BUSTEC 362 Comprehensive Electronic Spreadsheets	2		F, S
BUSTEC 126 Outlook: Basics	1		F, S
BUSTEC 366 Electronic Presentations	2		F, S
BUSTEC 498 Work Experience in Business Technology	0.5		F, S
MATH 300 Introduction to Mathematical Ideas	3		F, S

The Business Information Professional I Certificate prepares students for entry-level office, computer, and administrative support positions in a variety of industries. This certification includes courses in: oral and

Notes

Course Substitutions:

MATH 300 course substitute: BUS 105 - Business Mathematics, is available at American River College, Cosumnes River College, and Sacramento City College.

BUSTEC 126 course substitute: CISA 126 - Outlook: Basics, is available at American River College.

BUSTEC 309 course substitute(s): CISC 300 - Computer Familiarization, is available at American River College and Sacramento City College. CISC 302 - Computer Familiarization, is available at Cosumnes River College.

BUSTEC 360 course substitute: CISA 305 - Beginning Word Processing, is available at American River College, Cosumnes River College, and Sacramento City College.

written business communications; computer application skills, including beginning Excel, Word, and Outlook; the fundamentals of computer systems; and critical thinking and problem solving. This certificate is a collaborative certificate and courses are available at multiple colleges. Students can reference the required course list to find more information regarding the courses available at each college. This certificate can be completed 100% online.

BUSTEC 362 course substitute: CISA 315 - Introduction to Electronic Spreadsheets, is available at American River College, Cosumnes River College, and Sacramento City College.

BUSTEC 366 course substitute: CISA 340 - Presentation Graphics, is available at American River College, Cosumnes River College, and Sacramento City College.

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.