

First Year

Semester 1

14 Units

COURSE	UNITS	PRE-REQS [^]	SEMESTERS OFFERED*
ACCT 301 Financial Accounting	4		
BUS 300 Introduction to Business	3		
BUS 330 Managing Diversity in the Workplace	3		
BUSTEC 360 Word Processing Beyond the Essentials	2		
BUSTEC 362 Comprehensive Electronic Spreadsheets	2		

Semester 2

12.5 Units

COURSE	UNITS	PRE-REQS [^]	SEMESTERS OFFERED*
ACCT 341 Computerized Accounting	3		
BUS 310 Business Communications	3		
BUSTEC 332 Advanced Business Applications	3	BUSTEC 360 & BUSTEC 362	
BUSTEC 498² Work Experience in Business Technology	0.5		
COMM 325¹ Intercultural Communication	3		

¹ Substitute course, BUS 312 - Workplace Behavior and Ethics, is available at American River College.

Program Notes:

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.

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.

² Students who have earned a BIP I certificate need to repeat BUSTEC 498.

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