Business Information Professional I Certificate

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 written business communications; computer application skills, including beginning Excel, Word, and Outlook; the fundamentals of computer systems; and critical thinking and problem-solving. This is a collaborative certificate between ARC, CRC, and FLC. Certificate candidates must meet with counseling to ensure local unit requirements are met. 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.

Total Units: 21.5-25

First Year

Semester 1

13 Units

COURSE	UNITS	PRE-REQS^	SEMESTERS OFFERED*
BUSTEC 305 Introduction to Business Information Technology	3		Check Class Schedule for offerings
BUSTEC 307 Computer Keyboarding and Skill Building	3	Advisory: CISC 302 (Computer Familiarization) with a grade of "C" or better	Check Class Schedule for offerings
CISC 302[1] Computer Familiarization	2	Advisory: BUSTEC 302 (Computer-Keyboarding)	F, S, Su
CISA 340[2] Presentation Graphics	2	Advisory: CISC 302 or 310	F, S, Su
ENGL C1000 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

Career Options/Outlook:

Students who successfully complete the Business Information Professional Certificate are prepared for entry-level positions in office, computer, and administrative support positions in a variety of industries.

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

COURSE	UNITS	PRE-REQS^	SEMESTERS OFFERED*
BUS 100 English for the Professional	3	ESLR 320 and ESLW 320; Advisory: BUSTEC 302 and 303	F, S

[1] 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..

[2] Substitute course, BUSTEC 366 - Electronic Presentations, is available at Folsom Lake College.

Semester 2

8.5-12 Units

COURSE	UNITS	PRE-REQS^	SEMESTERS OFFERED*
CISA 305[3] Beginning Word Processing	2	Advisory: CISC 302 (Computer Familiarization) or 310 (Introduction to Computer Information Science)	F, S, Su
CISA 315[4] Introduction to Electronic Spreadsheets	2	Advisory: CISC 302 (Computer Familiarization) or 310 (Introduction to Computer Information Science)	F, S, Su
CISA 126[5] Outlook: Basics	1	Advisory: BUSTEC 302 (Computer-Keyboarding) with a grade of "C" or better	Check Class Schedule for offerings
BUS 498 Work Experience in Business **or** **CISC 498** Work Experience in Computer Information Science - Core	0.5-4 0.5-4		F, S, Su F, S, Su
MATH 300 Introduction to Mathematical Ideas	3	Intermediate Algebra or the equivalent	F, S, Su

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

California (2020-2030)

41600

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.

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

[5] Substitute course, BUSTEC 126 - Outlook: Basics, is available at Folsom Lake College.

Catalog Year: 2026-2027 Counselor Contact: Ea Edwards | Faculty Contact: Eric Granquist

Published August 27, 2026