Business Information Professional II 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: 22.5-26

First Year

Semester 1

13 Units

COURSE	UNITS	PRE-REQS^	SEMESTERS OFFERED*
BUS 300 Introduction to Business	3		F(O), S(O), Su(O)
BUS 310 Business Communications	3	Prereq: BUS 100, Advisory: Ability to key 30 or more words a minute and use a current office-level word processing program.	F, S
BUSTEC 332[1] Advanced Business Applications	3	CISA 305 and CISA 315	F, S (O)
ACCT 301 Financial Accounting	4		F, S, Su

[1] If not available at CRC, check ARC and FLC's schedules as well.

Semester 2

9.5-13 Units

Projected job openings in California (2021-2031):

41,600

Career Information

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.

COURSE	UNITS	PRE-REQS^	SEMESTERS OFFERED*
ACCT 341 Computerized Accounting	3	ACCT 101	F, S
BUS 330 Managing Diversity in the Workplace	3		F, S, Su
COMM 325[1] Intercultural Communication	3		F, S, Su
BUS 498 Work Experience in Business	0.5-4		F, S, Su

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

Median Salary in California (2025):

$47,840 - 86,000

Source:

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

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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