

BUSINESS INFORMATION PROFESSIONAL

missioncollege.edu/depts/computer-applications

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Business Information Professional: Certificate of Achievement (CA)

The Business Information Professional I Certificate of Achievement is a career pathway designed to help students acquire communication, technical, and management skills and knowledge that are in demand for the 21st Century workplace. These include presentation, critical thinking, and oral/written communication skills; proficiency in Microsoft Windows and Microsoft Office (Word, Excel, PowerPoint, and Outlook); and management skills including leadership, collaboration, decision-making, problem solving and human relations. Students who complete the Business Information Professional I Certificate are prepared for entry-level office and administrative support positions in a variety of business environments.

Program Learning Outcomes:

- Apply effective business communication and presentation skills to satisfy customers' needs.
- Create a variety of business documents using Microsoft Office software.

Career/Transfer Opportunities:

Office administrators, office clerks, office managers, retail salespersons, customer service representatives, receptionists, information clerks, and administrative assistants.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Core Curriculum Courses Required:		Units
BUS 021	Introduction to Business Computing	3.0
BUS 078B	Business Communications	3.0
BUS 107	Soft Skills for Project Managers	2.0
BUS 118	Human Resources Management	3.0
CAP 010A	Learning the Keyboard	1.0
CAP 33A	Word Processing - Course	1.0
CAP 046D	Introduction to Microsoft PowerPoint	1.0
CAP 062B	An Introduction to Microsoft Excel	1.0
CAP 070	Using MS Windows	1.0
CAP 071E	Microsoft Outlook	1.0

Total Required Units: 19.0