



BUSINESS INFORMATION WORKER QUICK START

Certificate of Completion
NONCREDIT

The Business Information Worker (BIW) Quick Start Certificate of Completion program is designed to prepare students for positions as office and administrative support workers and work closely with management in a business, professional, educational, or industrial office. Students having successfully completed the BIW Quick Start coursework will have gained marketable skills required of the BIW—a California Community Colleges Pathway to Success initiative that leads to job readiness for an in-demand occupation. For further information visit: <http://ict-dm.net/biw-landing/category/south-central>. The program is offered in the noncredit format. Noncredit instruction provides access to a variety of courses tuition free to assist students in reaching their personal, academic and professional goals. For more information contact: Mary Pinto-Casillas (805) 678-5097 mpintocasillas@vcccd.edu or Alex Lynch (806) 678-5061 alynch@vcccd.edu

REQUIRED CORE CLASSES		HOURS
CAOT R800	Introduction to Business Information Worker	56
CAOT R801	Keyboarding (Alpha and Numeric)	43
CAOT R802	Keyboarding Speed and Accuracy	58
CAOT R803	Computer Literacy	24
CAOT R804	MS Outlook	32
CAOT R805	MS Word <i>Advisories: CAOT R801</i>	50
CAOT R806	MS Excel <i>Advisories: CAOT R801</i>	50
CAOT R807	MS PowerPoint	32
Total Required Hours		345