

CERTIFICATE IN BUSINESS INFORMATION PROFESSIONAL

The Business Information Professional Certificate of Achievement is designed to prepare students for entry-level office and administrative support in a variety of job positions, including general office clerks, retail salespersons, customer service representatives, receptionists, and information clerks.

Learning Outcomes

Certificate of Achievement Level Student Learning Outcomes

Students completing the Business Information Professional Certificate of Achievement will:

1. Apply essential oral and written communications skills, computer applications, including beginning Excel, Word, and Outlook, the fundamentals of computer systems, critical thinking and problem solving with a solid foundation in Microsoft Windows and Office as well as strong digital and web literacy skills in a business environment setting.

Requirements

Code	Title	Units
Required courses:		
BUS 152	Business Communications	3
ITIS 115	Computer Information Systems	3.5
OFF 101	Introduction to Microsoft Office Applications	3.5
OFF 120	Microsoft Excel	3
OFF 215	Microsoft Outlook	2
OFF 260	Computer Keyboarding and Document Processing	3.5
OFF 285	Administrative Office Procedures	3
OFF 294	Microsoft Word	3
Total Units		24.5

Curriculum Map

1-Year Curriculum Map Example

This map represents one possible pathway through the program and is only for reference.

*It is highly recommended that you make an appointment (<https://www.citruscollege.edu/stdntsrv/counsel/Pages/ApptSchedule.aspx>) to create a customized education plan that fits your needs.

Course	Title	Units
Fall Term 1		
OFF 101	Introduction to Microsoft Office Applications	3.5

Course	Title	Units
OFF 120	Microsoft Excel	3
OFF 260	Computer Keyboarding and Document Processing	3.5
Units		10
Winter Term 1		
ITIS 115	Computer Information Systems	3.5
Units		3.5
Spring Term 1		
OFF 285	Administrative Office Procedures	3
OFF 294	Microsoft Word	3
BUS 152	Business Communications	3
Units		9
Summer Term 1		
OFF 215	Microsoft Outlook	2
Units		2
Total Units		24.5

Career Information

Career Opportunities

There are a variety of careers you can do with this major.

To explore more about this major, schedule an appointment (<https://www.citruscollege.edu/stdntsrv/ctcenter/Pages/ApptSchedule.aspx>) with a career counselor.