



# Business Information Worker Certificate

Cuyamaca College  
BOT Program

## BIW Certificate Program

The Business Information Worker Certificate is a job readiness pathway for office workers, developed in conjunction with local employers. Students are trained in entry-level office skills including a solid foundation in Microsoft Windows and Office as well as critical thinking, problem solving, and interpersonal skills to provide greater efficiency in the workplace.

## Program Learning Outcomes

Students will be able to:

- 1) Use computer input devices to properly and efficiently create and edit documents in word processing and spreadsheet programs and electronic communications such as email.
- 2) Work effectively, respectfully, ethically and professionally with people of diverse ethnic, cultural, backgrounds, organizational roles, social affiliations, and personalities.
- 3) Communicate effectively and professionally in business situations through writing, speaking, and electronic media.

## Certificate Requirements

Course	Title	Units
BOT 119	Windows for the Information Worker	2
BOT 100	Basic Keyboarding	1
BOT 114	Essential Word	1
BOT 115	Essential Excel	1
BOT 151	Using Microsoft Outlook	1
BUS 115	Human Relations in Business	3
BUS 128	Business Communication	3
CIS 110	Principles of Information Systems	4
<b>Total Units</b>		<b>16</b>



## Take Action

Sign up today for BOT courses. In just two semesters you can gain marketable skills to get hired, then advance in your career as you develop more skills.

Fall Registration begins	Jun 13
Classes begin	Aug 22
Last day to apply for Fall 2016 Degree/Certificate	Oct 14

## For more information

BOT Program website  
[www.cuyamaca.edu/bot](http://www.cuyamaca.edu/bot)

To enroll in Cuyamaca College  
[www.cuyamaca.edu/future-students](http://www.cuyamaca.edu/future-students)

Business Information Worker Pathway  
<http://ict-dm.net/biw>