Get on Track

In 18 - 24 months gain marketable skills to get hired or advance within your company. Positions in LA County currently paying:

Position	Annual Salary	Hourly Wage
Entry -level	$28,620.80	$13.76
Median	$36,566.00	$17.58
Experience	$46,404.80	$22.31

What skills do today's business information professionals need?

- Keyboarding Proficiency
- Microsoft Windows
- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- Basic Information Systems
- Business Information Systems
- Business Communications
- Human Relations
- Customer Service

Faculty

Miriam Lynch – Department Chair, Computer and Office Studies. Ms. Lynch has a Master's in Business Education from California State University, Los Angeles. She has certifications in IC3 Digital Literacy, MyITLab, Microsoft Office Specialist (Word, Excel, PowerPoint, and Access). Her classes emphasize correct keyboarding technique, computer concepts, Microsoft Office applications, critical thinking skills, and project-based learning. Prior to teaching, Ms. Lynch worked as a paraprofessional in the legal industry. She has been a full-time faculty member of Long Beach City College since 1999.
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Computer and Office Studies

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Visit our Website www.LBCC.edu/COS

LONG BEACH CITY COLLEGE

Business Information Worker

ASSOCIATE DEGREE

LONG BEACH
CITY COLLEGE

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Professional Training & Work Experience

The Business Information Professional is a job readiness pathway or certificate for office workers, developed in conjunction with local employers. Enrolled students are prepared in a broad range of entry-level skills and applications which promote success in a variety of workplace environments.

Business Information Professionals possess crucial thinking, problem solving, and interpersonal skils to the workplace.

Required Courses

BCOM 15	Business Communications
BCOM 263	Customer Service
COSA 5	Microsoft Windows Operating System
COSA 10	Microsoft Word for Windows
COSA 15	Microsoft Excel for Windows
COSA 50	Intro to IT Concepts & Applications
COSA 215	Microsoft Outlook for Windows
COSK 200	Beginning Keyboarding & Document Production

Get Certified

Several of our Business Information Professional courses allow students to take industry certification exams, such as the Microsoft Office Specialist exam, at no cost. Being certified is just another tool that can help students stand out as they pursue their career.

Get Hired

In just two semesters gain marketable skills to get hired and start your career.

"Employers can confidently look at the **California Community College's Business Information [Professional] Work Readiness Certificate/Pathway** as a tool to identify qualified potential job candidates. This program provides the 'hiring for attitude and training for skills' foundations for entry-level jobs."

- Phil Blair
Executive Officer - Manpower San Diego
Author of "Job Won" (job-won.com)