Business Information Worker, 2 Year Associate Degree (60 Units)

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.

Recommended Plan - 15 units per semester: (30 Required Coursework + 3 Core Electives + 11 Additional + 19 GE)

4TH SEMESTER **1ST SEMESTER 3RD SEMESTER** 2ND SEMESTER 3 BCOM 25 3 COSA 5 MS Windows Operating Systems BCOM 15* 3 COSA 10 MS Word for Windows 3 Business Communications Digital and Social Media COSA 15 COSK 200* 3 3 COSA 215 COSA 30 3 3 MS Outlook for Windows Keyboarding & Doc Prod MS Excel for Windows Introduction to Computers BCOM 263 Customer Service 3 COSA 2 3 Critical Thinking Using Computers BCOM 222 COSA 35 **3** SOCIAL SCIENCE 3 3 Job Search Microsoft Office BCOM 260 COSA 214 **3** NATURAL SCIENCES 3 HEALTH EDUCATION Business Telephone Pro-Records Management & Filing BCOM 262 COSK 209 **3** ENGLISH COMPOSITION 1 PHYSICAL FITNESS/WELLNESS 1 1 Soft Skills for the Workplace Speed/Accuracy Bldg. for COMMUNICATION COSA 20 COSK 233 3 3 3 HUMANITIES & ART 1 & ANALYTICAL THINKING Computer Keyboarding Skills Microsoft Powerpoint

REQUIRED COURSES IN PROGRAM (30 UNITS)

REQUIRED GENERAL EDUCATION COURSES (19 units) (See Plan A) *Counts towards GE requirements *Meets AS Degree Information Competency requirements

CORE ELECTIVE COURSES (Choose 3 units)