

Computer Information Science

CISA, CISC, CISN, CISP, CISS, CISW

Degrees:

- A.S. – Computer Science
- A.S. – Information Processing
- A.S. – Information Systems Security
- A.S. – Management Information Science
- A.S. – Network Administration
- A.S. – Network Design
- A.S. – Web Developer

Division of Business and Computer Information Science

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Certificates of Achievement:

- Advanced CISCO Networking
- Business Information Worker
- Computer Science
- Front-End Web Developer
- Information Processing Specialist
- Information Processing Technician
- Information Systems Security
- Management Information Science
- Network Administration
- Network Design
- PC Support
- Programming
- Web Developer
- Web Production Specialist

Business Information Worker

Certificate of Achievement

Program Information

The Business Information Worker Certificate is designed to prepare students for entry-level office and administrative support in a variety of organizations.

Career Opportunities

Students who successfully complete the Business Information Worker Certificate are prepared for entry-level positions in general office environments in a variety of fields.

Upon completion of this program, the student will be able to:

- demonstrate keyboarding proficiency typing with a minimum of 35 wpm.
- describe how a computer works including identification of the various hardware components.
- design, diagram, and construct simple file and folder path structures on local storage device or network storage areas.
- demonstrate an understanding of different file types.
- create, save, and access files and folders using local software, and illustrate an understanding in using file management utilities.
- create, save, and access files in the Cloud, using a Content Management Systems (CMS), and cloud applications and storage areas.
- construct and modify solutions for personal, educational, or business needs applying use of office workplace computer applications.
- construct projects efficiently generating solutions using various workplace computer applications and shortcuts.
- demonstrate the use of electronic mail (e-mail), using attachments and uploading and downloading files and folders, including extracting data.

- demonstrate the mechanics and use of word processing software to organize and present data in a multi-column, multi-page newsletter format including banners, borders, tables, text effects and embedded graphics.
- demonstrate appropriate pagination and word processing features to apply a formal (MLA/APA/Chicago) style of documentation in the creation of a multi-section research paper or report with Table of Contents, Index, and Bibliography.
- choose appropriate Excel tools such as pivot tables, pivot charts, and templates to workbooks for data analysis.
- analyze business situations and determine appropriate methods to deliver negative and positive messages.
- analyze trends in technologies and evaluate their effects on organizational data analysis.
- create audience centric business documents to enhance readability.

Required Program

Required Program	Units
BUS 310 Business Communications	3
BUSTEC 100.2 Keyboarding Skills: Intermediate	1
BUSTEC 100.3 Keyboarding Skills: Advanced	1
CISA 305 Beginning Word Processing	2
CISA 315 Introduction to Electronic Spreadsheets	2
CISC 310 Introduction to Computer Information Science.....	3
CISC 320 Operating Systems.....	1
Total Required Units	13

Certificate of Achievement

The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better.