

# CITY - BUSINESS INFORMATION WORKER - ASSOCIATE OF SCIENCE DEGREE

## **PROPOSAL INFORMATION**

**Action Proposed:**New Program

**Proposal Originator:**Theresa Savarese

**Origination**

**Date:**09/15/2016

**Proposed Start:**Fall 2018

### **Need for Proposal:**

Create an Associate of Science degree in Business Information Worker.

## **PROGRAM & AWARD INFORMATION**

### **Award Description:**

### **Program Description:**

The Business Information Worker Associate of Science degree is designed to provide students with a broad range of advanced-level office skills.

### **Program Goals:**

Students who successfully complete the Business Information Worker Associate of Science degree will be able to:

- Create professional business presentations for use in face-to-face and remote settings.
- Chart data, develop projections using pivot tables and macros, and create solutions to problems using Scenario Management using Excel.
- Efficiently organize records by electronic means.
- Design, create and maintain records using Access.
- Create and maintain a collaborative work space in SharePoint using Office 365.
- Maintain accounting details for small businesses and/or large organizations.
- Provide customer service to both internal and external customers.

### **Program Emphasis:**

### **Career Options:**

Students who successfully complete the Business Information Worker Associate of Science degree are prepared for advancement from entry-level positions in general office environments in a variety of fields, such as general office clerks, retail salespersons, customer service representatives, receptionists, and information clerks in and for small businesses as well as large organizations.

## **COURSES REQUIRED FOR THE MAJOR:**

		<b><u>UNITS</u></b>
	ACCT 150 Computer Accounting Applications *Active*	3
	BUSE 092 Introduction to Business Communication *Active*	3
or	BUSE 119 Business Communications *Active*	3
	BUSE 102 Introduction to Customer Service *Active*	3
or	BUSE 150 Human Relations in Business *Active*	3
	CBTE 094 Introduction to Computer Keyboarding *Active*	1
or	CBTE 095 Keyboarding Skill Development *Active*	1
	CBTE 114 Introduction to Microsoft Windows *Active*	1
	CBTE 120 Beginning Microsoft Word *Active*	2
	CBTE 140 Beginning Microsoft Excel *Active*	2
	CBTE 164 Introduction to Microsoft Outlook *Active*	1
	CISC 150 Introduction to Computer and Information Sciences *Active*	3
or	CISC 181 Principles of Information Systems *Active*	4
	CBTE 127 Beginning Microsoft PowerPoint *Active*	2
	CBTE 143 Intermediate Microsoft Excel *Active*	3
	CBTE 152 Beginning Microsoft Access *Active*	2
or	CBTE 155 SharePoint Using Office 365 *Active*	2

CBTE 205	Records Management *Active*	3
or CBTE 206	Electronic Records Management *Active*	3

---

Total Units	29 - 30
-------------	---------

**DATES & CODES****CIC Approval:** 12/08/2016**Board Approval:** 02/09/2017**State Approval:** 04/10/2018**TOP Code:** 0702.10**State Approval (Unique) Code:** 36568Subject Area: Computer Business  
Technology

Report Run: 12/09/2020 3:14 PM

Program Area: Computer Business  
Technology

Program ID: 3315