

PROGRAMS

BUSINESS INFORMATION PROFESSIONAL - CERTIFICATE

Business Information Professional 1 - Certificate

The Business Information Professional I Certificate of Achievement is a career pathway designed to help students acquire communication, technical, and management skills and knowledge that are in demand for the 21st Century workplace. These include presentation, critical thinking, and oral/written communication skills; proficiency in Microsoft Windows and Microsoft Office (Word, Excel, PowerPoint, and Outlook); and management skills including leadership, collaboration, decision-making, problem solving and human relations. Students who complete the Business Information Professional I Certificate are prepared for entry-level office and administrative support positions in a variety of business environments.

Program Learning Outcomes:

- Students will apply effective business communication and presentation skills to satisfy customers' needs.
- Students will create a variety of business documents using Microsoft Office software.

To earn this certificate, students must meet the following requirements:

1. Complete all required certificate courses with a C (or P) or better.
2. Complete at least 1/3 of the program courses at Mission College to establish residency.

NOTES:

- Requirements here apply to the current catalog year and are subject to change. Visit DegreeWorks in-1 My Mission Portal-1 to view requirements based your catalog year.
- Not all classes are offered each semester.

Core Curriculum Courses (Required):

Code	Class	Units
BUS 021	Introduction to Business Computing (3.0 Lecture)	3.0
BUS 078B	Business Communications (3.0 Lecture)	3.0
BUS 107	Soft Skills for Project Managers (2.0 Lecture)	2.0
BUS 118	Human Resources Management (3.0 Lecture)	3.0
CAP 010A	Learning the Keyboard (1.0 Lab)	1.0
CAP 033A	Word Processing - Course 1 (3.0 Lecture)	3.0
CAP 046D	Introduction to Microsoft Powerpoint (1.0 Lecture)	1.0
CAP 062B	Introduction to Microsoft Excel (1.0 Lecture)	1.0
CAP 070	Using MS Windows (1.0 Lecture)	1.0
CAP 071E	Microsoft Outlook (1.0 Lecture)	1.0

Units Required

	Units
Total Required Units	19.0

Career/Transfer Opportunities:

Office administrators, office clerks, office managers, retail salespersons, customer service representatives, receptionists, information clerks, and administrative assistants.

MAKE AN APPOINTMENT WITH A COUNSELOR SUBMIT A COURSE SUBSTITUTION REQUEST CONTACT THE DEPARTMENT