

CALIFORNIA COMMUNITY COLLEGES

# Business Information Worker

PATHWAY TO SUCCESS



Professional  
Training



Qualified  
Employees

Business Information Worker coursework is current, providing knowledge and skills demanded in today's workplace. Skills include:

- Keyboarding
- Microsoft Windows
- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- Information Systems - Basics
- Business Communications
- Human Relations/Customer Service

With a solid foundation in Microsoft Windows and Office as well as strong digital and web literacy skills, the Business Information Worker brings efficiency and productivity to the workplace.

Completion of the Business Information Worker pathway also brings indispensable critical thinking, problem solving, and interpersonal skills to the workplace, essential components of the curriculum.

Visit [www.ict-dm.net/biw](http://www.ict-dm.net/biw) for more details about the Business Information Worker program.

## Get on the Fast-Track

The Business Information Worker is a job readiness pathway or college certificate for office workers, developed in conjunction with local employers.

Enrolled students are prepared in a broad range of entry-level office skills and applications which promote success in a variety of office environments.



*"Employers can confidently look at the **California Community College's Business Information Worker 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)

## Get Started Today

To learn more about the Business Information Worker Program, including local college contact information, visit [www.ict-dm.net/biw](http://www.ict-dm.net/biw)



The Information and Communication  
Technologies & Digital Media  
Sector Navigation Team  
CALIFORNIA COMMUNITY COLLEGES



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Doing What MATTERS™  
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