

CALIFORNIA COMMUNITY COLLEGES

Business Information Worker

PATHWAY TO SUCCESS



In just two semesters gain marketable skills to get hired or advance within your company.



Palomar College Business Administration Department

Business Information Worker Pathway Courses

Course Title	Course Number	Skill Sets Achieved
Keyboarding Beginning & Intermediate	BUS 165 + 166	Keyboarding
Windows Server	CSNT 121	Microsoft Windows
Word for Business and Word for Business Advanced Excel	BUS 170 + 171	Microsoft Word
Basic, Excel Intermediate, Excel Advanced	BUS 175, 176, 177	Microsoft Excel
Beyond Outlook Essentials	BUS 189	Microsoft Outlook
Business Information Systems	BUS 104	Information Systems, Basic
Business Communications	BUS 205	Business Communications
Customer Service	BUS 142	Human Relations/Customer Service
Contemporary Job Search Techniques	BUS 173	Resume Writing , Interviewing/Portfolio Building

For course description, click here http://www2.palomar.edu/pages/catalog/files/2015/06/BUS_Business.pdf

To register, click here <https://eservices.palomar.edu/psp/pals9prd/?cmd=login>

For class schedule, click here <http://www2.palomar.edu/pages/schedule/>

The Business Information Worker 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 office skills and applications which promote success in a variety of office environments.

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.



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



CALIFORNIA COMMUNITY COLLEGES
Doing What MATTERS™
FOR SMALL BUSINESS



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