



# COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES DEPARTMENT

## CAOT PROGRAM



# Business Information Worker 2

## Certificate of Achievement

The Business Information Worker 2 (BIW 2) Certificate of Achievement is designed to prepare students for mid-level office and administrative support in a variety of job positions, including office and executive administrative support, office supervision, small business support, retail sales, and customer service representatives. The BIW 2 Certificate of Achievement builds on the BIW 1 foundation and provides students with additional skills in PowerPoint, Excel, Access, QuickBooks, records management, and customer relations. Students completing this stage of the BIW pathway will be equipped to take multiple Microsoft Office Specialist credential exams.

### **Complete 6 classes with a total of 18 units:**

- ACCTG 032 - Accounting Using QuickBooks Pro (3 units)
- CAOT 033 - Records Management (3 units)
- CAOT 048 - Customer Service (CSU) (3 units)
- CAOT 085 - Microcomputer Office Applications: Excel (Advisory: CAOT 1) (CSU) (3 units)
- CAOT 086 - Microcomputer Office Applications: Access (Advisory: CAOT 1)(CSU) (3 units)
- CAOT 110 - Microcomputer Office Applications: PowerPoint (Advisory: CAOT 1) (CSU) (3 units)

*Note: An advisory course is a condition of enrollment that a student is advised (but not required) to meet before, or in conjunction with, enrollment in a course.*



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