

>> Expanded Pathway Now Includes Advanced Stages

CALIFORNIA COMMUNITY COLLEGES

Business Information Worker

PATHWAY TO SUCCESS



STAGE ONE

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



STAGE TWO

- Microsoft PowerPoint
- Microsoft Excel, Intermediate
- Microsoft Access or
- Introduction to SharePoint
- Quickbooks
- Electronic Records Management
- Customer Relationship Management



SPECIALIST

- Presentation/Marketing
- Communication Support
- Project Management Concepts
- Salesforce Certification Prep

The Business Information Worker pathway has expanded to include Stage Two and Specialist options. A statewide survey of 400 small businesses validated the top skills needed for the now complete BIW pathway.

Professional certifications, including the newly offered Microsoft Office Specialist Digital Badges, align with many of the BIW skill sets. Links to exam information can be found on the updated website at www.ict-dm.net/biw.

With 66% of the California Community Colleges already on board, now is the time to list your BIW pathway courses to be included in our statewide marketing and communications plan to businesses and placement agencies.

Learn More

www.ICT-DM.net/BIW

biw@ict-dm.net



The Information and Communication
Technologies & Digital Media
Sector Navigation Team

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