



# Business Information Worker Certificate

*Call Amador College  
Connect to talk with us  
about an online certificate  
as a Business Information  
Worker!*



*Call 217-8239 for more information!*

## **Coastline College:**

The Business Information Worker Certificate is designed to prepare student for entry-level for office and administrative support in a variety of fields or businesses. (Formerly known as Office Admin/Specialist Manager.)

Courses:

- Introduction to Windows Operating System
- Keyboarding
- Keyboarding and Formatting Documents
- Office Organization
- Customer Service/Soft Skills
- Microsoft Excel 1
- Microsoft Excel 2
- Beginning Microsoft Word
- Intermediate Microsoft Word
- Introduction to Information Systems