**NARRATIVE TEMPLATE for a (credit) Certificate of Achievement**

**Item 1. Program Goals and Objectives**

The Business Information Technology Level 2 Certificate was created to align with the state Business Information Worker (BIW) CCC Model Curricula that was approved in August 2018. The BIW pathway was developed with employer input and teaches the top skills needed by businesses that employ office professionals. The pathway teaches entry-level to advanced administrative skills and prepare students to obtain related industry certifications.

**Item 2. Catalog Description**

The **Business Information Technology Level 2 Certificate** offers students a solid foundation in Microsoft Windows and Office as well as strong digital and web literacy skills that ensures job candidates have the productivity skills employers are looking for. Completion of the Business Information Technology pathway also brings indispensable critical thinking, problem solving, and interpersonal skills to the workplace. Completion of the Business Information Technology Level 2 Certificate as well as the MJC Associate Degree requirements will qualify the student for the Business Information Technology Level 2 A.S. Degree.

**Program Learning Outcomes**

* Create a variety of business documents using business applications software packages.
* Apply the features and functions of web-based tools efficiently and effectively in order to meet the desired goals and outcomes of business.
* Identify and describe current technologies used in today's businesses and apply these technologies to solve business problems, improve organizational productivity, and achieve the goals of business.
* Demonstrate computer literacy with respect to computer hardware and software applications.
* Demonstrate an understanding of the accounting cycle and prepare financial statements for business decisions.
* Apply standard rules of business conduct and customer service.
* Use word processing, spreadsheet, presentation graphics, and scheduling software to perform business tasks.
* Communicate professionally and work effectively in a team.

**Item 3. Program Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Business Information Technology Level 2 Certificate** | | **Units** | **Semester** |
| BIT 303 | Intermediate Keyboarding 2 | 2 | 1 |
| BIT 231 | Intermediate Word Processing | 3 | 1 |
| BIT 261 | Intermediate Microsoft Excel | 1 | 3 |
| BIT 262 | Advanced Microsoft Excel | 1 | 4 |
| BIT 270 | Introduction to Microsoft Access | 1 | 2 |
| BIT 280 | Introduction to Microsoft PowerPoint | 1 | 2 |
| BIT 313 | Skills for the Workplace | 3 | 1 |
| BIT 314 | Workplace Procedures and Technologies | 3 | 3 |
| BIT 315 | Workplace Preparation and Internship | 2 | 4 |
| BIT 316 | Introduction to Microsoft Outlook | 1 | 4 |
| BIT 317 | Introduction to Adobe Acrobat | 1 | 3 |
| BUSAD 210 | Business Communication | 3 | 3 |
| BUSAD 310 | Introduction to Accounting with QuickBooks | 3 | 4 |
| BUSAD 350 | Business Computations | 3 | 2 |
| TOTAL UNITS |  | 28 |  |

**Item 4. Master Planning**

The Business Information Worker Career Pathway is designed for students who want to learn the business technology skills employers really need. This pathway was developed with employer input. More than 400 small- to medium-sized businesses were surveyed to validate the top skills needed. These are the skills taught to students within the pathway. The MJC Business Information Technology program and courses were created to align with the CCC BIW model curricula.

A study was conducted in August 2020 by the Central Valley/Mother Lode Center of Excellence that examined labor market demand, wages, skills, and postsecondary supply for business information technology workers. The following information was taken from the report summary section.

Six occupations related to business information technology workers were identified for Modesto Junior College: 43-9061, Office Clerks, General; 43-6014, Secretaries and Administrative Assistants, Except Legal, Medical, and Executive; 43-6011, Executive Secretaries and Executive Administrative Assistants; 43-9021, Data Entry Keyers; 43-9022, Word Processors and Typists; and 43-3061, Procurement Clerks.

**Key findings:**

* **Occupational demand** — Nearly 23,000 workers were employed in jobs related to business information technology in 2019 in the North Central Valley/Northern Mother Lode (NCV/NML) subregion. The largest occupation is office clerks, general, with 12,129 workers in 2019, a projected growth rate of 3% over the next five years, and 1,564 annual openings.
* **Wages** — Executive secretaries and executive administrative assistants earn the highest entry-level wages, $22.23/hour in the subregion and $22.31/hour in the region.
* **Employers** — Employers with the most job postings in the subregion are Manteca Unified School District, The News Tribune Com, and University of the Pacific.
* **Occupational** **titles** — The most common occupational title in job postings in the subregion is secretaries and administrative assistants, except legal, medical, and executive. The most common job title is administrative assistant.
* **Skills and certifications** — The top baseline skill is Microsoft Excel, the top specialized skill is administrative support, and the top software skill is Microsoft Excel. The most in-demand certification is a driver's license.
* **Education** — A high school diploma or the equivalent is typically required for all six occupations, along with either short-term or moderate-term on-the-job training.
* **Supply** — Analysis of postsecondary completions in the region shows that on average 695 awards were conferred in the Central Valley/Mother Lode region each year.

Based on a comparison of occupational demand and supply, there is an undersupply of 2,685 trained workers in the subregion and 6,742 workers in the region. The Center of Excellence recommends that Modesto Junior College work with the Business and Entrepreneurship Regional Director, the college’s advisory board, and local industry in the development of programs to address the shortage of business information technology workers in the region.

The MJC Business Advisory Committee approved the adoption of the Business Information Technology program with its courses and awards in May 2020.

**Item 5. Enrollment and Completer Projections**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | <Year 1> | | <Year 2> | |
| CB01: Course Department Number | CB02: Course Title | Annual # Sections | Annual Enrollment Total | Annual # Sections | Annual  Enrollment Total |
| BIT 303 | Intermediate Keyboarding 2 | 2 | 80 | 2 | 80 |
| BIT 231 | Intermediate Word Processing | 2 | 80 | 2 | 80 |
| BIT 261 | Intermediate Microsoft Excel | 3 | 120 | 3 | 120 |
| BIT 262 | Advanced Microsoft Excel | 2 | 80 | 2 | 80 |
| BIT 270 | Introduction to Microsoft Access | 2 | 80 | 2 | 80 |
| BIT 280 | Introduction to Microsoft PowerPoint | 2 | 80 | 2 | 80 |
| BIT 313 | Skills for the Workplace | 2 | 80 | 2 | 80 |
| BIT 314 | Workplace Procedures and Technologies | 1 | 40 | 1 | 40 |
| BIT 315 | Workplace Preparation and Internship | 1 | 12 | 1 | 12 |
| BIT 316 | Introduction to Microsoft Outlook | 3 | 120 | 3 | 120 |
| BIT 317 | Introduction to Adobe Acrobat | 3 | 120 | 3 | 120 |
| BUSAD 210 | Business Communication | 4 | 140 | 4 | 140 |
| BUSAD 310 | Introduction to Accounting with QuickBooks | 4 | 140 | 4 | 140 |
| BUSAD 350 | Business Computations | 2 | 80 | 2 | 80 |

**Item 6. Place of Program in Curriculum/Similar Programs**

The following MJC Office Administration degree and certificates are being deactivated due to Business Information Technology (BIT) program update:

* Office Administration, A.S.
* Office Administration Certificate
* Office Support Certificate
* Office Computer Applications Certificate
* Accounting Clerk Certificate
* Records Management/Data Entry Specialist Certificate

The following courses were deactivated as they are no longer relevant to the BIT program awards or their content has been integrated into other program courses:

* OFADM 202 Intermediate Keyboarding 1
* OFADM 203 Intermediate Keyboarding 3
* OFADM 303 Keyboarding for Speed and Accuracy
* OFADM 304 Professional English for Business
* OFADM 305 Records Management
* OFADM 306 Keyboarding for Accuracy
* OFADM 307 Keyboarding for Speed
* OFADM 318 Introduction to Publisher and Productivity Apps
* OFADM 320 Telephone Techniques
* OFADM 363 Understanding the Internet
* OFADM 364 Grammar in the Office
* OFADM 366 Proofreading Techniques

**Item 7. Similar Programs at Other Colleges in Service Area**

**Merced Community College**

Administrative Medical Office Professional (AA)

Administrative Office Professional (AA)

Administrative Medical Office Professional (CN)

Administrative Office Professional (CN)

**San Joaquin Delta Community College**

Administrative Office Assistant I Certificate of Achievement

Administrative Office Assistant II Certificate of Achievement

Administrative Office Executive Certificate of Achievement

General Office Certificate of Achievement

Medical Office Assistant Certificate of Achievement

Administrative Office Executive Professional/Office Manager, AS