

**SIX NEW CERTIFICATES THAT YOU  
CAN COMPLETE IN  
BUSINESS INFORMATION  
TECHNOLOGY**

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Certificates of Achievement:

- Data Entry Technician
- Administrative Assistant
- Business Software Specialist

Certificates of Completion:

- Office Applications Specialist I
- Office Applications Specialist II
- Office Assistant

Learn to use computers  
to get a good job in business!



PASADENA CITY COLLEGE

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For information about BIT programs, call:

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[www.pasadena.edu/bit](http://www.pasadena.edu/bit)

PASADENA CITY COLLEGE

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**BUSINESS INFORMATION  
TECHNOLOGY  
PROGRAM**

**SIX NEW CERTIFICATE  
PROGRAMS THAT YOU  
CAN COMPLETE!**

(EFFECTIVE 05-06 COLLEGE CATALOG)



Learn to use computers  
to get a good job in business!

## Certificates of Achievement (18+ Units) Effective 05-06 College Calendar

### **Data Entry Technician (18-19 units)**

ACCTG 101, Accounting (4)  
 BIT 11A, Keyboarding and Document Processing (2)  
 BUS 16, Office Machines (2)  
 BIT 107, Windows, (1)  
 BIT 100, Word Processing Basics (1)  
     Or BIT 128A, Word Level 1 (1.5)  
     Or BIT 128B, Word Level 2 (1.5)

BIT 115, Business Records Skills, (2)  
 BIT 25, Survey of Computer Technology, (3)  
 BIT 124, Administrative Business Procedures (2)  
 BIT 102, Spreadsheet Basics (1)  
     Or BIT 133A, Excel Level 1 (1.5)  
     Or BIT 133B, Excel Level 2 (1.5)

Recommended Elective: BIT 110  
 Speech and Handwriting Recognition Technologies



### **Administrative Assistant (35 units)**

BIT 11A, Keyboarding and Document Processing (2)  
 BIT 25, Survey of Computer Technology, (3)  
 BUS 9, Introduction to Business (3)  
 BUS 112, Business English (3)  
     Or BUS 11A, Business Communications (3)

BIT 11B, Advanced Document Processing (2)  
 BIT 107, Windows, (1)  
 BIT 115, Business Records Skills, (2)  
 BIT 128A, Word Level 1 (1.5)  
 BIT 128B, Word Level 2 (1.5)  
 BIT 133A, Excel Level 1 (1.5)  
 BIT 133B, Excel Level 2 (1.5)

BIT 108, Microsoft Outlook (1)  
 BIT 122, Internet Research (2)  
 BIT 123, Microsoft FrontPage and Publisher (3)  
 BIT 124, Administrative Business Procedures (2)  
 BIT 105A, Access Level 1 (1.5)  
 BIT 105B, Access Level 2 (1.5)  
 BIT 109, PowerPoint (2)

Recommended Electives: ACCTG 101 (4),  
 ACCTG 104A (3), BUS 10, (3), BUS 117 (3)

### **Business Software Specialist (25 units)**

BIT 11A, Keyboarding and Document Processing (2)  
 BIT 128A, Word Level 1 (1.5)  
 BIT 128B, Word Level 2 (1.5)  
 BIT 25, Survey of Computer Technology, (3)  
 BIT 133A, Excel Level 1 (1.5)  
 BIT 133B, Excel Level 2 (1.5)  
 BIT 107, Windows, (1)  
 BIT 109, PowerPoint (2)

BIT 11B, Advanced Document Processing (2)  
 BIT 105A, Access Level 1 (1.5)  
 BIT 105B, Access Level 2 (1.5)  
 BIT 108, Microsoft Outlook (1)  
 BIT 122, Internet Research (2)  
 BIT 123, Microsoft FrontPage and Publisher (3)



## Certificates of Completion (12—16.5 Units) Effective 05-06 College Calendar

### **Office Applications Specialist I (12 units)**

BIT 128A, Word Level 1 (1.5)  
 BIT 128B, Word Level 2 (1.5)  
 BIT 133A, Excel Level 1 (1.5)  
 BIT 133B, Excel Level 2 (1.5)  
 BIT 105A, Access Level 1 (1.5)  
 BIT 105B, Access Level 2 (1.5)  
 BIT 109, PowerPoint (2)  
 BIT 107, Windows, (1)



### **Office Applications Specialist II (12 units)**

BIT 128A, Word Level 1 (1.5)  
 BIT 128B, Word Level 2 (1.5)  
 BIT 133A, Excel Level 1 (1.5)  
 BIT 133B, Excel Level 2 (1.5)  
 BIT 109, PowerPoint (2)  
 BIT 123, Microsoft FrontPage and Publisher (3)  
 BIT 108, Microsoft Outlook (1)



### **Office Assistant (16-16.5 units)**

BIT 11A, Keyboarding and Document Processing (2)  
 BIT 25, Survey of Computer Technology, (3)  
 BIT 107, Windows, (1)  
 BIT 102, Spreadsheet Basics (1)  
     Or BIT 133A, Excel Level 1 (1.5)  
     Or BIT 133B, Excel Level 2 (1.5)

BIT 11B, Advanced Document Processing (2)  
 BIT 128A, Word Level 1 (1.5)  
 BIT 128B, Word Level 2 (1.5)  
 BIT 115, Business Records Skills, (2)  
 BIT 124, Administrative Business Procedures (2)

Recommended Elective: BUS 9, Introduction to Business