

What can I do with this major: Business Information Professional

The Business Information Professional is designed to prepare students for careers in business office environments where they can demonstrate advanced computer literacy with respect to computer hardware and software applications, develop advanced keyboarding skills, adeptly function in word processing, spreadsheets, PowerPoint, and database software as well as perform advanced business office tasks in business math and accounting (QuickBooks).

Degrees and Certificates offered at AVC

- ❖ Business Information Professional - Certificate (Levels I,II,III) (non-transferable)
- ❖ Business Information Professional - AA (non-transferable)

Work Industries and Employers

- ❖ Small Businesses
- ❖ Major Corporations
- ❖ Schools and Colleges
- ❖ Local Government

Possible Job/Career Titles

- ❖ Secretary
- ❖ Administrative Assistant
- ❖ Office Assistant
- ❖ Office Manager
- ❖ Clerical Worker
- ❖ Executive Assistant

The information reflected is intended to act as a tool for exploration. Please visit the [Career Center](#) for more specific information on majors and careers



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Next Steps...

Connect with Professional Associations

Associations are a group of people who come together for a common purpose. You can find helpful information about jobs and careers.

- ❖ [American Society of Administrative Professionals](#)
- ❖ [The Association of Executive and Administrative Professionals](#)
- ❖ [Executive Support Magazine](#)
- ❖ [International Association of Administrative Professionals](#)

Develop your Skills and Experience

- ❖ Jobs and Internships ([College Central Network](#))
- ❖ [EDJOIN](#)
- ❖ [Indeed](#)

AVC Department Information

- ❖ [Catalog](#)

View Additional Information

- ❖ [Occupational Outlook Handbook](#)
- ❖ [Candid Career Videos](#)
- ❖ [Assist](#): Student Transfer Information System
- ❖ [ONET](#) OnLine: Job and Career Exploration
- ❖ [Linkedin Alumni Tool](#)
- ❖ [Transfer Schools](#)