Definition

The Business Information Professional is the study of a wide range of subjects related to careers in the modern business office of today. This program provides the training necessary to perform successfully in the many business and office administrative positions.

Staff   *Please dial (661) 722-6300, then the 4 digit extension.*

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Program Description

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). The Business Information Professional program offers three certificates as well as an Associates Degree in Science. These progressive levels of expertise are designed to enable students to gain or enhance their employment in the business office and administrative fields.

Program Learning Outcomes

Associate in Science in Business Information Professional

1. Demonstrate advanced keyboarding competence, proofreading, and document formatting skills while applying the principles of grammar and communication.
2. Demonstrate and format electronic spreadsheets utilizing advanced formulas and functions to manage financial and statistical data.
3. Develop and demonstrate advanced database skills in managing and manipulating various data into forms and reports.

Certificate Programs

BIP Level I - Business Information Professional Quick Start Certificate of Achievement

Upon successful completion of the Level I Business Information Professional Certificate students should be able to: demonstrate beginning computer literacy with respect to computer hardware and software applications, develop beginning keyboarding skills, use word processing and spreadsheets to perform basic business and office tasks, apply written communication skills in various business and office environments.

Required Courses:	units
BIP 100, Introduction to Business Information Professional	3
BIP 105, Computer Literacy	1
BIP 106, MS Outlook	1
BIP 110, Keyboarding I	1
BIP 111, MS Word I	1
BIP 112, MS Excel I	1
BIP 114, MS PowerPoint I	1
BIP 115, Practical Math for Business and Consumers	3
Total 12	

BIP Level II - Business Information Professional Two Certificate of Achievement

Upon successful completion of the Level II Business Information Professional Certificate students should be able to: demonstrate intermediate computer literacy with respect to computer hardware and software applications, develop intermediate keyboarding skills, use word processing, spreadsheets, and database software to perform beyond basic business office tasks, as well as apply graphics and written communication skills in various business and office environments.

Required Courses:	units
BIP 100, Introduction to Business Information Professional*	3
BIP 113, MS Access I	1
BIP 115, Practical Math for Business and Consumers*	3
BIP 120, KeyBoarding II	1
BIP 121, MS Word II	1
BIP 122, MS Excel II	1
BIP 123, MS Access II	1
BIP 125, Adobe Acrobat	1
BIP 126, Workplace Communication	3
BIP 127, Introduction to Accounting	3
Total 12-18	

*Not required if completed in BIP Level I Certificate

BIP Level III - Business Information Professional Three Certificate of Achievement

Upon successful completion of the Level III Business Information Professional Certificate students should be able to: demonstrate advanced computer literacy with respect tozz computer hardware and software applications, develop advanced keyboarding skills, utilize word processing, spreadsheets, PowerPoint, and database software to perform advanced business office tasks.

Required Courses:	units
BIP 130, Keyboarding III	1
BIP 131, MS Word III	1
BIP 132, MS Excel III	1
BIP 133, MS Access III	1
BIP 124, MS PowerPoint II	1
BIP 150, Business Information Professional	3
	Total 8

Associate Degrees

Business Information Professional

The Associate in Science degree in 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).

The requirements for this Associate Degree in Business Information Professional may be satisfied by completing the Level III BIP certificate of achievement plus 21 units of general education requirements, and sufficient elective credits to total 60 units. (See graduation/associate degree requirements.)

Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

Recommended Plan of Study	
Fall, First Semester	**units**
BIP 100, Intro to Business Information Professional	3
BIP 105, Computer Literacy	1
BIP 106, MS Outlook	1
BIP 110, Keyboarding I	1
BIP 111, MS Word I	1
BIP 112, MS Excel I	1
BIP 114, MS PowerPoint I	1
BIP 115, Practical Math for Business and Consumers	3
GE requirement Area E (recommended HD 101)	3
	Total 15
Spring, Second Semester	
BIP 120, Keyboarding II	1
BIP 121, MS Word II	1
BIP 122,MS Excel II	1
BIP 125, Adobe Acrobat	1
BIP 113, MS Access I	1
BIP 123, MS Access II	1
BIP 126, Workplace Communication	3
BIP 127, Introduction to Accounting with QuickBooks	3
	Total 12
Summer	
GE requirement Area D1 (recommended ENGL 101)	3
Elective (recommended MGT 101)	3
	Total 6

Fall, Third Semester	
BIP 130, Keyboarding III	1
BIP 131, MS Word III	1
BIP 132, MS Excel III	1
BIP 133, MS Access III	1
BIP 124, MS PowerPoint II	1
BIP 150 BIP Capstone	3
GE requirement Area D2 (recommended COMM 101)	3
GE requirement Area C (recommended MUSC 102)	3
	Total 14
Fall, Fourth Semester	
GE requirement Area A (recommended BIO 104)	3
GE requirement Area B (recommended POLS 101)	3
GE requirement Area F (recommended BUS 212)	3
Elective (recommended BIP 199)	1-8
	Total 10-17
	Degree Total 57-64

Business Information Professional Courses

BIP 100 *INTRODUCTION TO BUSINESS INFORMATION PROFESSIONAL
3 units
4 hours weekly [2.5 lecture, 1.5 lab]
This course provides the learner with a survey of skills and topics covered in the Business Information Professional Program certificates and degree program. Business English, entry level office procedures such as the role of a business information professional, the workplace environment, workplace communication, ethics, customer focus, and teamwork are covered. The focus is an introduction to skills that are relevant to success as an office clerk, administrative assistant, office manager, or other business information professional roles. (AVC)

BIP 105 *COMPUTER LITERACY
1 units
27 hours total [13.5 lecture, 13.5 lab]
This course is designed for those with little or no computer experience. Learners practice file management, email, instant messaging, internet browsing and searching. This course includes a brief introduction to industry standard Microsoft Office (word processing, spreadsheet, and presentation) application programs. Computer terminology and identification of fundamental hardware and software applications is introduced. (AVC)

BIP 106 *MS OUTLOOK
1 units
27 hours total [13.5 lecture, 13.5 lab]
This course introduces personal management software and use of Microsoft Outlook functions. Topics include management of e-mail, organization of contacts, creation and scheduling of events using the calendar, and creating and managing tasks for personal and business use. Customization of Outlook features is also covered. (AVC)

BIP 110 KEYBOARDING I
1 units

27 hours total [13.5 lecture, 13.5 lab]

This is a beginning level keyboarding course designed to build effective keyboarding skills with an emphasis on building correct touch-typing techniques for alphanumeric, symbol, and punctuation keys. A foundation for keyboarding speed and accuracy is developed and proofreader's marks are introduced. Successful completion of this class results in a minimum keyboarding speed of 15 net words per minute on a two-minute timed writing. (AVC)

BIP 111 MS WORD I
1 units

27 hours total [13.5 lecture, 13.5 lab]

This course provides the initial introduction to Microsoft Word which is a document processing application. Students will learn to create and edit documents, navigate and format a document, create tables and multi-page reports, and enhance page layout and design. This class is designed for the end-user seeking administrative office skills. (AVC)

BIP 112 *MS EXCEL I
1 units

27 hours total [13.5 lecture, 13.5 lab]

This course is designed to provide the learner with a basic understanding of Microsoft Excel beginning with spreadsheet design, creation, revision, formatting, and printing a workbook. Basic formulas, functions, and syntax are introduced along with an introduction to using charts and graphs. Problem solving for Excel solutions is also emphasized. This course begins preperation for the Microsoft Office User Certification exam for Excel. (AVC)

BIP 113 *MS ACCESS I
1 units

27 hours total [13.5 lecture, 13.5 lab]

This course is designed to provide the learner with a basic understanding of fundamental relational database design and management. Building and editing basic tables, forms, queries, and reports are introduced. This course begins preparation for the Microsoft Office User Specialist exam for MS Access. (AVC)

BIP 114 *MS POWERPOINT I
1 units

27 hours total [13.5 lecture, 13.5 lab]

This course provides the learner with experience planning, creating, editing, viewing, and printing PowerPoint presentations. Included is the opportunity to add and modify both text and graphics; insert and modify information graphics and multimedia; apply, modify, and create master pages; and to apply, modify, and create templates. Integration with other Microsoft programs is included. This course is designed for all individuals including professionals acquiring or updating basic skills in creating and editing professional presentations. This course prepares for the Microsoft Office User Certification in MS PowerPoint. (AVC)

BIP 115 *PRACTICAL MATH FOR BUSINESS AND CONSUMERS
3 units

4 hours weekly [2.5 lecture, 1.5 lab]

This course introduces practical mathematical applications for business information professionals. Topics include, solving business problems using an electronic calculator, banking, payroll, invoicing, markups/markdowns, interest, present and future value, credit cards, student loans, types of insurance, installment buying, and mortgages. (AVC)

BIP 120 *KEYBOARDING II
1 units

27 hours total [13.5 lecture, 13.5 lab]

Prerequisite: *Completion of BIP 110.*

This is an intermediate level course that builds on a basic keyboarding foundation with correct touch-typing techniques, including alphabetic, numeric, and symbol keyboarding as well as 10-Key numeric keypad. Skill-building includes introductory formatting of documents using Microsoft Word. Successful completion of this class results in minimum keyboarding speed of 30 net words per minute on a three-minute timed writing. (AVC)

BIP 121 *MS WORD II
1 units

27 hours total [13.5 lecture, 13.5 lab]

Prerequisite: *Completion of BIP 111.*

This course is designed to provide the learner with an intermediate level of understanding of word processing with Microsoft Word, including complex document creation, mail merge, columns, formatting, plus integration with other applications, and collaborating on documents using Microsoft Word. Themes, templates, and styles are also covered. This course continues preparation for the Microsoft Office User Exam for Microsoft Word. (AVC)

BIP 122 *MS EXCEL II
1 units

27 hours total [13.5 lecture, 13.5 lab]

Prerequisite: *Completion of BIP 112.*

This course is designed to provide the learner with an intermediate understanding of Microsoft Excel. Analyzing data, working with multiple worksheets and functions, pivot tables, resolving conflicts, tracking changes, data validation, chart formatting, templates, and macros are covered. Problem solving for Excel solutions is also emphasized. This course continues preparation for the Microsoft Office User Certification exam for Excel. (AVC)

BIP 123 *MS ACCESS II
1 units

27 hours total [13.5 lecture, 13.5 lab]

Prerequisite: *Completion of BIP 113.*

This course is designed to provide the learner with an intermediate understanding of database design and management. Advanced Queries, table design, custom forms and reports as well as integration of Access with the web and other programs is covered. This course continues preparation for the Microsoft Office User Specialist exam for MS Access. (AVC)

BIP 124 *MS POWERPOINT II
1 units
27 hours total [13.5 lecture, 13.5 lab]
Prerequisite: *Completion of BIP 114.*
This second level PowerPoint course builds on a fundamental skillset to feature the use of PowerPoint as a tool for designing, producing, and controlling visual elements to build and deliver effective presentations. Creating templates, publishing, customizing, and protecting presentations as well as inserting audio, video, and animations and integrating with other programs is included. This course focuses on design and effective delivery methods which are explored through project presentations. (AVC)

BIP 125 *ADOBE ACROBAT
1 units
27 hours total [13.5 lecture, 13.5 lab]
This course is designed to provide the learner with a basic understanding of Adobe Acrobat. Topics include creating portable document files (PDF), working with PDF files, annotation and editing of files plus interactive forms. Distribution and management of PDFs is also covered. (AVC)

BIP 126 *WORKPLACE COMMUNICATION
3 units
4 hours weekly [2.5 lecture, 1.5 lab]
This course covers essential communication skills and techniques important to the modern workplace, including written, verbal, listening, and nonverbal communication. Learners discuss, critique, and practice business-writing strategies to produce messages, letters, reports, and workplace communication while developing critical thinking skills. (AVC)

BIP 127 *INTRODUCTION ACCOUNTING
3 units
4 hours weekly [2.5 lecture, 1.5 lab]
Prerequisite: *Completion of BIP 115.*
This course covers basic accounting concepts and procedures that are required to complete an accounting cycle using generally accepted accounting principles (GAAP). Employer tax responsibilities and payroll is covered. Account types, (assets, liabilities, equity, revenue, expenses) as well as procedures for bank reconciliations, and petty cash, are introduced. Learners complete business transactions from source documents to closing entries and the preparation of year end documents such as a balance sheet, income statement, and statement of owner's equity using QuickBooks. (AVC)

BIP 130 *KEYBOARDING III
1 units
27 hours total [13.5 lecture, 13.5 lab]
Prerequisite: *Completion of BIP 120.*
This is an advanced level course that builds on an intermediate keyboarding foundation with correct touch-typing techniques, including alphabetic, numeric, and symbol keyboarding as well as 10-Key numeric keypad. Skill-building includes introductory formatting of documents using Microsoft Word. Successful completion of this class results in minimum keyboarding speed of 50+ net words per minute on a five-minute timed writing. (AVC)

BIP 131 *MS WORD III
1 units
27 hours total [13.5 lecture, 13.5 lab]
Prerequisite: *Completion of BIP 121.*
This course is designed to provide the learner with an advanced level of understanding of word processing with Microsoft Word, including creation of templates, macros, advanced table formatting, and use of long documents and sub-documents. Customizing and automating work and online forms are also covered. This course completes preparation for the Microsoft Office User exam for Word. (AVC)

BIP 132 *MS EXCEL III
1 units
27 hours total [13.5 lecture, 13.5 lab]
Prerequisite: *Completion of BIP 122.*
This course is designed to provide the learner with an advanced understanding of Microsoft Excel. Financial and what-if analysis, data tables, scenario management, importing and exporting data, enhancing with Visual Basic, sub-routines, modifying default settings, and problem-solving tools are covered. Problem solving for Excel solutions is also emphasized. This course completes preparation for the Microsoft Office User Certification exam for Excel. (AVC)

BIP 133 *MS ACCESS III
1 units
27 hours total [13.5 lecture, 13.5 lab]
Prerequisite: *Completion of BIP 123.*
This course is designed to provide the learner with an advanced understanding of database design and management. Action queries, table relationships, and automating tasks with macros are covered. Visual Basic for Applications is introduced to enhance database construction and functionality. Managing replication and synchronization is included. (AVC)

BIP 150 *BUSINESS INFORMATION PROFESSIONAL
3 units
72 hours total
Limitation on enrollment: *Completion of BIP 150 must be taken with the final set of courses to complete the 30 unit BIP certificate.*
Designed for the last semester of study in this major, this course is designed to integrate and refine business information skills presented throughout the program in advanced preparation for the administrative professional occupation. Further administrative procedures including but not limited to travel arrangements, organizing meetings or conferences, and electronic records management are introduced. Emphasis is on time management, customer service, human relations, workplace ethics, and effective communication. A final focus on job applications, interviewing, and employment documents is included. (AVC)