



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). The Business Information Professional program is designed to enable students to gain or enhance their employment in the business office and administrative fields.

AVC Certificates & Degrees

- Business Information Professional certificate (levels I, II and III) and associate degree

Examples of Work Industries & Employers

Small Businesses
Major Corporations
Schools and Colleges
Local Government

Possible Job Titles

Secretary
Administrative Assistant
Office Assistant
Office Manager
Clerical Worker
Executive Assistant
Office Specialist