

Business Information Worker - Clerical (Certificate)

CERTIFICATE PROGRAM MAP

wcc.yccd.edu/gnbus

- ✓ Earn a Certificate of Achievement that can lead directly to employment or continued studies toward an associate degree



Recommended Course Sequence

The program map below is a sequence of courses you can follow to efficiently complete your degree requirements. This map does not replace your Student Education Plan, so be sure to talk with a WCC counselor to pick the right courses for your academic goals.

SEMESTER 1 — YOUR FIRST FALL SEMESTER

MAJOR REQUIREMENT 3.0 UNITS

BCA15 Business Computer Applications - Beginning

MAJOR REQUIREMENT 1.5 UNITS

BCA20 Computer Calculation

MAJOR REQUIREMENT 1.0 UNITS

BCA59 Computer Literacy

MAJOR REQUIREMENT 3.0 UNITS

GNBUS72 Introduction to Business Information Worker

SEMESTER 2

MAJOR REQUIREMENT 1.0 UNITS

BCA66 Microsoft Outlook

MAJOR REQUIREMENT 3.0 UNITS

GNBUS56 Business Mathematics

MAJOR REQUIREMENT 3.0 UNITS

BCA60 Computer Keyboarding

This program belongs to the Business, Hospitality and Entrepreneurship Interest Area

Interest Areas at WCC bring together support services and staff around groupings of related majors.

Explore majors and support services in this area:

» wcc.yccd.edu/areas

Meet with a counselor to create your education plan:

» wcc.yccd.edu/counseling



Prepare for careers

- Office Clerk
- Clerical Assistant
- Receptionist
- Customer Service Representatives
- Office Professional

Get help finding jobs and planning your career:

» wcc.yccd.edu/career-center