

BUSINESS INFORMATION WORKER

CAREER PATHWAY

Online and On
Campus Classes
Available

The Business Information Worker Career Pathway is designed for students who want to learn the business technology skills employers really need.

Developed With Employers

This pathway was developed with employer input. More than 400 small to medium-sized businesses were surveyed to validate the top skills needed. These are the skills taught to students.

Three Pathway Stages

Three pathway stages teach entry-level to advanced administrative skills. Students are prepared to get a job, then be promoted or qualify for higher-level positions.

Flexible, Affordable Classes

Many pathway classes are online and are typically 8 to 16 weeks long. Financial aid is available for those who qualify.

STAGE 1

Keyboarding
Microsoft Windows
Microsoft Word
Microsoft Excel
Microsoft Outlook
Information Systems
Business Communications
Human Relations/Customer Service

STAGE 2

Microsoft PowerPoint
Microsoft Excel Intermediate
Microsoft Access or
Introduction to SharePoint
QuickBooks
Electronic Records Management
Customer Relationship Management

STAGE 3

Presentation/Marketing
Communication Support
Project Management Concepts
SalesForce Certification Prep

Contact a Program Advisor
to find flexible, affordable
classes near you.

PHONE: 877-590-3487

EMAIL: biw@ict-dm.net

WEB: <http://biw.ict-dm.net>

