

BUSINESS INFORMATION WORKER CONCEPTUAL PATHWAY

	Course Name or Topic	Certifications
BIW I	Keyboarding	
	Microsoft Windows	
	Microsoft Word	MOS Word
	Microsoft Excel	MOS Excel
	Microsoft Outlook	MOS Outlook
	Information Systems	
	Business Communications	
	Human Relations/Customer Service	
BIW II	Microsoft PowerPoint	MOS PowerPoint
	Microsoft Excel, Intermediate	
	Microsoft Access or Intro to SharePoint	MOS Access
	QuickBooks	QuickBooks Certified User
	Electronic Records Management	
	Customer Relationship Management	
BIW Specialist	Presentation/Marketing	
	Communication Support	
	Project Management Concepts	CompTIA Project+
	Salesforce Certification Prep	Salesforce Certified Administrator

Note:

BIW I correlates to the first two 12 and 18 unit certificates

BIW II correlates to the 30 unit certificate

BIW Specialist has no C-ID correlation at this time

C-ID BUSINESS INFORMATION WORKER PATHWAY

	Course Name or Topic	Units	Certifications	
12-Unit Quick Start Certificate	Intro to Business Information Worker	3.0		
	Computer Literacy	1.0	IC3 Digital Media	
	Microsoft Outlook	1.0	MOS Outlook; IC3 Digital Media	
	Keyboarding I	1.0		
	Microsoft Word I	1.0	IC3 Digital Media	
	Microsoft Excel I	1.0	IC3 Digital Media	
	Microsoft PowerPoint	1.0	MOS PowerPoint; IC3 Digital Media	
	Practical Math for Business & Consumers	3.0		
	Add Courses			
	18-Unit Certificate	Microsoft Access I	1.0	
Keyboarding II		1.0		
Microsoft Word II		1.0	Microsoft Word 2016 MOS Core	
Microsoft Excel II		1.0	Microsoft Excel 2016 MOS Core	
Microsoft Access II		1.0	Microsoft Access MOS Core	
Adobe Acrobat		1.0		
Workplace Communication		3.0		
Intro to Accounting with QuickBooks		3.0		
Add Courses				
30-Unit Certificate	Keyboarding III	1.0		
	Microsoft Word III	1.0	MOS Microsoft Word Expert	
	Microsoft Excel III	1.0	MOS Microsoft Excel 2016 Expert	
	Business Information Professional II	3.0		
	Microsoft Access III	1.0	Microsoft Access MOS Core	
	Microsoft PowerPoint II	1.0	Microsoft PowerPoint MOS Core	
	SharePoint	1.0		
	Emerging Technology Electives	1.0		