

**BUSINESS
INFORMATION
WORKER**
CAREER PATHWAY

One year Update and Lessons Learned: Cross disciplinary information certificates

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The framework recap

BUSINESS INFORMATION WORKER CONCEPTUAL PATHWAY

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	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

The framework COD approach

- Small adjustment we made considering the marketability of the diploma :
 - BIW Stage One
 - Business Information Worker
 - BIW Stage Two
 - Business Information Worker - Manager

The
framework
COD approach

- BI Specialists:
 - BI - Marketing Specialist
 - BI - Legal Office Specialist
 - BI - Medical Office Specialist

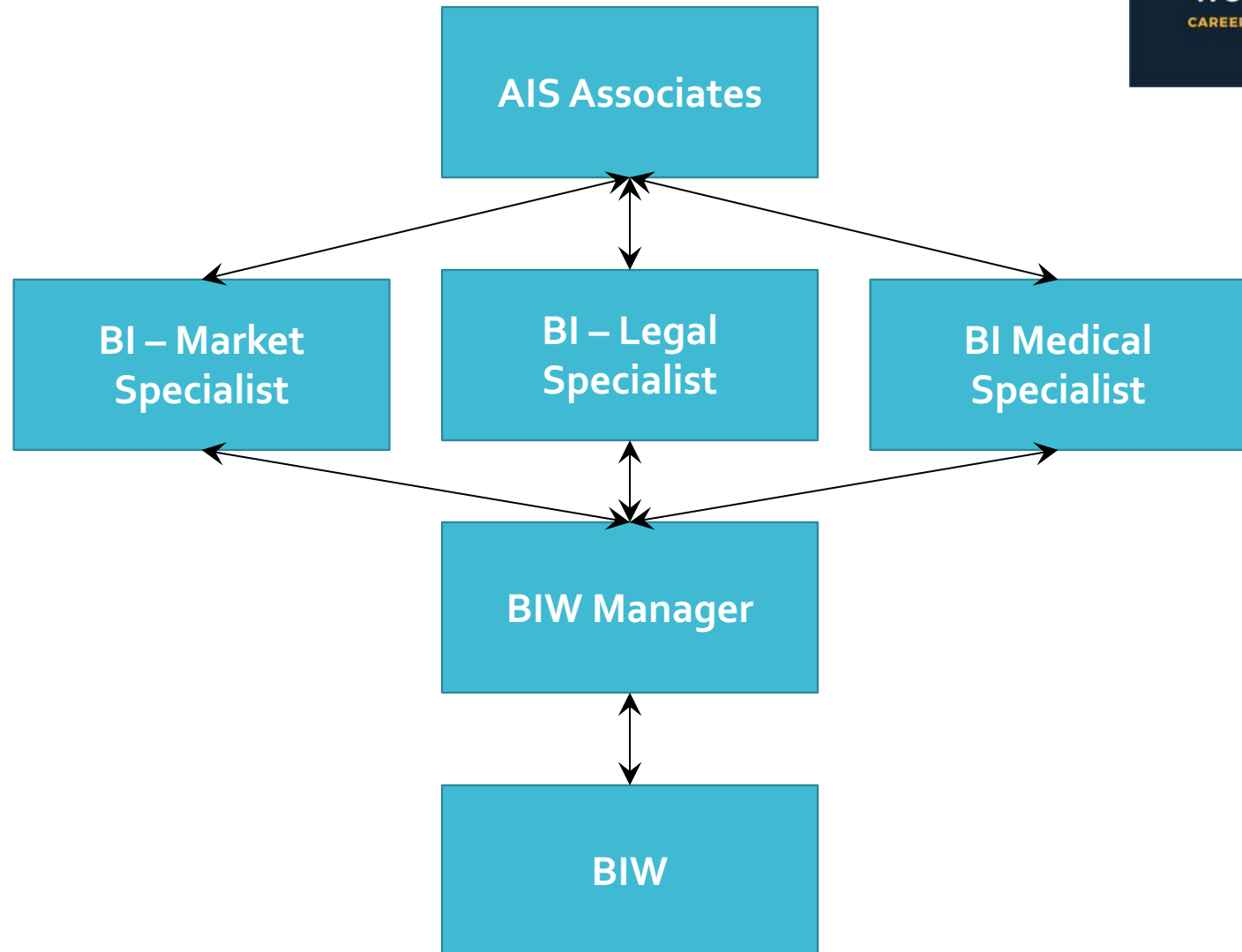
The framework COD approach

- Fulfill the need of the community and job demand, virtually and geographically
 - Include students & local businesses
- Maximize the use of available resources
 - Use existing courses as much as plausible
 - Build alliances with other departments

The framework
COD approach

- Stackable

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The framework update

- All the BIW Program Specialties and new Medical Billing course made it to the 2019-2020 Catalog
- The **NEW** Applications and Information Systems Associate degree also made it to the catalog

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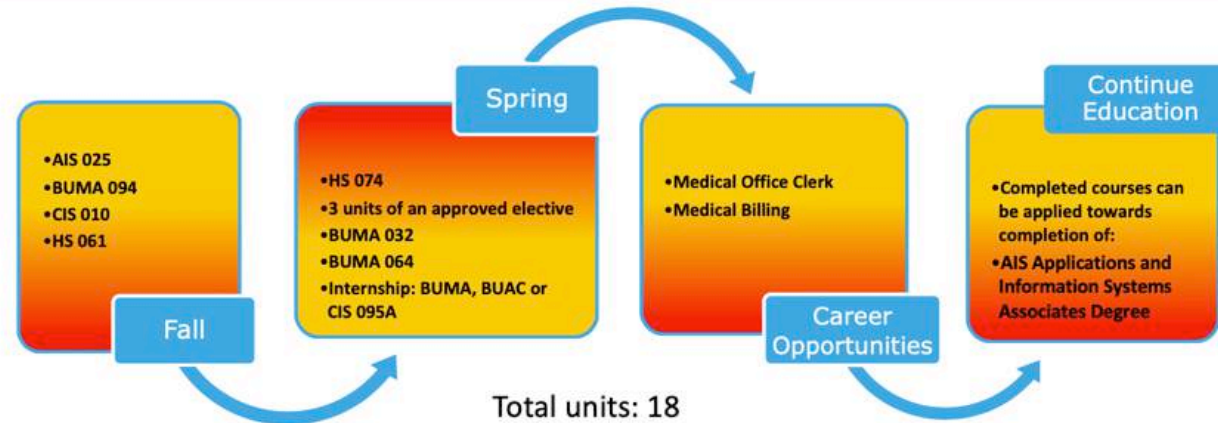


The framework update

• Promotion of all programs

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Business Information – Medical Office Specialist Certificate of Achievement



First,

- See a Faculty Advisor.
- Visit the Career and Workforce Solutions Center to explore an internship and/or work experience opportunity.

Next,

- Meet with career counselor at the Career and Workforce Solutions for career related resources (e.g. resume writing, job search, and interview skills).

Final

- Apply for certificate.
- Seek career opportunities or continue education to earn an additional certificate or degree.

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The framework update

- Spring of 2020

- AIS-025 Medical Billing was full and waitlisted
- The demand is so high that we decided to open a section every semester and give students multiple points of entry
- Many students have visited advisors wanting to change from Office Professional to BIW
- Interest in getting multiple certifications
- Awarding BIW Certifications at Graduation
(data pending because of social distancing regulations)

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The framework update

- BI - Medical Office Specialist:
 - Eisenhower Medical Center has showed us their support
 - They will offer applications for a selective process due to high response in the program
 - Students will get work experience credit
 - We are currently looking for other community businesses to step up and do the same as Eisenhower

The framework update

- We started working on getting a BIW Real Estate certifications to help students find work at:

- Real estate agencies
- Property management companies
- Real estate development companies



The framework update

- Also
 - Get industry certified & become an Agent themselves
 - Continue their path with the AIS Associates Degree



The framework update

- Required courses for license:
 - Real Estate Principles
 - Real Estate Practice
 - **One** course from the following list:



The framework update

- Real Estate Appraisal
- Property Management
- Real Estate Finance
- Real Estate Economics
- Legal Aspects of Real Estate
- Real Estate Office Administration
- **General Accounting**
- **Business Law**
- Escrows
- Mortgage Loan Brokering and Lending
- Computer Applications in Real Estate
- Common Interest Developments

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The framework update

- BIW Real Estate Specialty
 - Required Courses
 - Real Estate Principles **NEW**
 - Real Estate Practice **NEW**
 - Computer Literacy
 - Advanced Excel
 - Business Research
 - Elective Courses
 - Financial Accounting
 - Business Law
- Total Certificate Units 17 or 18



The
framework
update

Coming Soon...

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- **BIW Hospitality Specialty**



Thank you!



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