

Business Information Worker I



If you enjoy using computers for various applications, have strong interpersonal and communication skills, and enjoy providing customer service then consider starting the Business Information Worker I Program at North Orange Continuing Education (NOCE) as your first step to a career and entry point into various industry sectors.

Career Highlights and Opportunity

Office and administrative support positions are responsible for a variety of administrative and clerical duties necessary to run an organization efficiently. They serve as an information manager for an office, schedule meetings and appointments, organize and maintain proper electronic files, support projects, conduct research, and provide information via phone and e-mail. They also use computer applications to create spreadsheets, compose correspondences, and prepare reports and presentations.

Business Information Workers have career growth opportunities in the following positions:

- Administrative Assistant
- Office and Administrative
- Project Coordinator
- Executive Secretary

PERSONALITY

People in this career work in jobs that need:

- Integrity
- Dependability
- Attention to Detail
- Independence
- Cooperation

SKILLS

People in this career often have these skills:

- Writing—Writing things for co-workers and/or supervisors
- Time Management - Managing one's own time and the time of others
- Active Listening—Listening to others, not interrupting, and asking good questions

JOB OUTLOOK

Number of Jobs in 2018	159,382
2018-28 Job Growth	2%
Entry-Level Pay in 2018	\$26,624/Annual \$12.80/Hour
Median Pay in 2018	\$34,424/Annual \$16.55/Hour

Salary and employment outlook is for Orange County, CA and will vary depending on the skill, experience, employer, and geographic location.

Source: EMSI

For more information on this career or to explore other careers visit Career Coach at

<https://nocccd.emsicc.com/>



Accredited by:
Accrediting Commission for Schools,
Western Association of Schools and Colleges
533 Airport Blvd., Suite 200 Burlingame, CA 94010
Website: www.acswasc.org

The North Orange County Community College District's (NOCCCD) North Orange Continuing Education (NOCE) Administrative Offices are located at 1830 W. Romney Drive in Anaheim, California 92801. For more information, call 714.808.4645 or visit www.noce.edu. It is the policy of NOCCCD to provide an educational, employment, and business environment in which no person shall be unlawfully subjected to discrimination or sexual harassment, nor unlawfully denied full and equal access to the benefits of District programs or activities on the basis of ethnic group identification, national origin, religion, age, gender, race, color, ancestry, sexual orientation, marital status or physical or mental disability as defined and prohibited by state and federal statutes. The District is also committed to maintaining campuses that are free of harassment, drugs and alcohol. To read the entire NOCCCD nondiscrimination statement, see the policy in the General Information section in the back of the NOCE class schedule.

Program Information

NOCE's Business Information Worker I (BIW I) Certificate Program is designed as the first level in a series of certificate options to prepare students for entry-level office and administrative support in a variety of job positions, including general office clerks, retail salesperson, customer service representatives, receptionist, and information clerks.

Upon completion of the program students will be able to:

- Demonstrate the key elements of workplace professionalism and customer service
- Create letters, memos, and reports in Microsoft Word utilizing proper business formatting techniques
- Manage emails, schedule appointments, and organize contacts using Outlook
- Solve business mathematical computations and manage personal finances
- Understand fundamental workplace skills in computers, information processing, and the Internet, including hardware, system software, networks, security, privacy, and cloud computing
- Utilize Microsoft Word and Excel to complete administrative tasks and projects reflecting professional standards
- Type alphanumeric text at a rate of 35 net words per minute (NPWM) with five (5) or fewer errors

For more program information visit:

<http://careers.noce.edu/>

Email: careers@noce.edu | Phone: 714.808.4915

PROGRAM FEATURES

- Courses are tuition –free (students are responsible for textbooks and course supplies)
- Convenient day and evening courses
- Program can be completed in as little as 9 months

BENEFITS

- Access to the latest software programs
- Develop the foundational skills and knowledge to be dynamic within multiple industry sectors
- Courses in the BIW I program are stackable and count towards the Administrative Professional Certificate Program

ELIGIBILITY REQUIREMENTS

- Be 18 years or older
- Complete an Admissions Application
- Complete an online Orientation at least 24 hours prior to registering

RECOMMENDATIONS

- Have good communication skills
- Have basic math skills
- Have basic English reading, writing, and speaking skills and/or be at an ESL intermediate low level



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