

Business Information Worker I Certificate

Conversion Program Guide

2024-2025

For students who began the program prior to Fall 2024

Career Highlights

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.

Explore if this Career is the right path for you at: [Career Coach](#).

Program Information

The Business Information Worker I (BIW I) Certificate Program was 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. Students can expect to learn the following: basic oral and written communications; basic computer application skills, including beginning Excel, Word, and Outlook; fundamentals of computer systems; and critical thinking and problem-solving skills. With a solid foundation in Microsoft Windows and Office, as well as strong digital and web literacy skills, students will be better trained to meet the workforce demands of today's business environment. The program will help prepare students to take the Microsoft Office Specialist (MOS) certifications in Word, Excel, and Outlook.

Eligibility Requirements

To be eligible for the program candidates must:

- 18 years or older.
- [Apply online](#) or in-person at any NOCE Center.
- Complete an online General Orientation at least 24 hours prior to registering for Business Information Worker I Certificate Program courses.
- Recommended: Basic English language, reading, writing, and speaking skills, and/or be at an ESL Intermediate High level.
- Recommended: Basic math skills.

Program Location and Contact Information

NOCE Anaheim Campus
1830 W. Romneya Drive
Anaheim, CA 92801

Career Technical Education (CTE)
Office, Room 513
(714) 808-4915
careers@noce.edu

Contact for general certificate
program information

StarHelp Registration
Assistance
East Lot Portables: 201-P

(714) 808-4679
starhelp@noce.edu

Contact for registration
assistance

Counseling and Student Services
Department
Room 215

(714) 808-4682
counseling@noce.edu

Contact for course advisement,
career counseling, and college
planning

Program of Study Leading to a Certificate

This information is for advisement purposes only and is subject to change.

It is recommended that students see a NOCE Counselor upon enrollment to complete an educational plan. Counselor appointments can be made in person at the Anaheim campus in room 215, by phone at 714-808-4682 or via email at counseling@noce.edu.

| Required Core Courses for Office Assistant, Introduction Certificate | | | |
|---|--|-----------------|-------------------|
| Refer to this course grid to identify what courses to take to complete the program. | | | |
| If you still need to take: | Enroll in these courses beginning in Fall 2024 | Prerequisite(s) | Completion Status |
| COMP 685: Computer Keyboarding, Beginning | COMP 685: Computer Keyboarding, Beginning | | |
| OTEC 100: Office Essentials | OTEC 100: Office Essentials | | |
| OTEC 105: Microsoft Outlook Fundamentals | OTEC 105: Microsoft Outlook Fundamentals | | |
| BMGR 415: Written Communications for Business | BMGR 415: Written Communications for Business | | |
| OTEC 110: Business Math for Office Technology | OTEC 110: Business Math for Office Technology | | |
| OTEC 210: Computer Concepts and Applications I OTEC 211: Computer Concepts and Applications II | OTEC 301: Digital Literacy Preparation | | |
| <p style="text-align: center;">Or</p> <p style="text-align: center;">(The three courses listed below are equivalent to OTEC 211)</p> <p style="text-align: center;">OTEC 200: Computer Concepts and Applications II A AND</p> | <p style="text-align: center;">Must Take Both:</p> <p style="text-align: center;">OTEC 216: Windows and Word for Business</p> <p style="text-align: center;">AND</p> <p style="text-align: center;">OTEC 217: Excel for Business</p> | | |

| | | | |
|---|--|--|--|
| <p>O TEC 201: Computer Concepts and Applications II B</p> <p>AND</p> <p>O TEC 202: Computer Concepts and Applications II C</p> | | | |
|---|--|--|--|

Completion Timeline

All required courses for the Office Assistant, Introduction Certificate must be completed, and students must maintain Catalog Rights. NO EXTENSIONS and/or EXCEPTIONS WILL BE GIVEN. Students not meeting the requirements and/or not maintaining catalog rights will be required to repeat any classes and/or complete any additional program requirements.

Additional Program Information

Catalog Rights and Completion Deadline

The course requirements for a specific certificate program may change from one catalog to the next and, therefore, may change during the period of time that a student attends NOCE. Catalog rights established when a student first takes classes at NOCE protect the student from being held for additional program requirements that may be added to a later catalog.

Students maintain catalog rights by maintaining continuous enrollment in one of the following courses at NOCE: Basic Skills, Career Technical Education, Disability Support Services, and English as a Second Language. Continuous enrollment is enrollment in any two of the previous consecutive terms, including Summer, resulting in an academic record of A, B, C, D, F, P (Pass), NP (No Pass), SP (Satisfactory Progress), or W (Withdrawal). Missing more than two consecutive terms will result in loss of catalog rights due to a break in continuous enrollment.

If continuous enrollment is broken the student must adhere to the catalog requirements in effect at the time continuous enrollment is re-established and maintained. The lab enrollment in WFPR 100, WFPR101, keyboarding exams, and required certifications (e.g. CPR card) cannot be used to maintain catalog rights. Course substitution nor course challenges do not maintain catalog rights.

This policy supersedes all previous catalog rights provisions and applies only to the programs at NOCE.

Course Substitutions:

This program does not allow any course substitutions.

Challenge Exams

| Course: | Requirements: |
|---|---|
| <p>COMP 685: Beginning Keyboarding</p> | <ul style="list-style-type: none"> • Students who are currently enrolled, waitlisted, or have been previously enrolled in COMP 685 are NOT eligible for the Keyboarding Challenge Exam. • Completed application showing proof of work experience or proof of typing speed of at least 30 NWPM. • Students must pass a 5-minute keyboarding exam by typing a minimum of 35 net words per minute (NWPM) with five or less errors. • Students are allowed to take the challenge exam up to three (3) times within a 30-minute appointment window on the same day. • Students who do not pass the Keyboarding Challenge Exam within the maximum number of attempts will be required to take COMP 685: Beginning Keyboarding. • Contact the CTE Office at careers@noce.edu to request the application. |

Program Attendance and Grading Requirements

| In-Person Classes | Online Classes |
|---|--|
| <p><u>First Day Of Class</u> ATTENDANCE ON FIRST DAY OF CLASS IS MANDATORY to secure your place in class. If you are not in class ONE HOUR after the scheduled start time, your spot could be assigned to a student on the waitlist.</p> <p>No student will be allowed to enroll in a class after the established deadline.</p> | <p><u>First Week of Attendance</u> FIRST WEEK OF ATTENDANCE IS MANDATORY to secure your place in class. If you do not sign in to your Canvas course and/or contact your instructor by 11:59 p.m. on the third day from the start of the course, your spot could be reassigned to a student on the waitlist and you will be dropped from the course.</p> <p>If you are enrolled in a hybrid class and the first class meeting is scheduled to be in-person, see the First Day of Class policy for in-person classes.</p> <p>No student will be allowed to enroll in a class after the established deadline.</p> |
| <p><u>Ongoing Attendance</u> Regular attendance is expected of every student.</p> | <p><u>Ongoing Active Participation</u> Ongoing active participation is expected of every student. Active participation requires more than just logging onto Canvas. Students who do not actively participate on a weekly basis will be dropped from the class up until the second census date.</p> |

| In-Person Classes | Online Classes |
|--|--|
| <p><u>Waitlisted Students</u> Before the class start date, students on the waitlist will be notified via e-mail as soon as a seat is available. Once you receive the e-mail, you will have up to 24 hours to accept the seat. If you do not accept, by the deadline given in your e-mail notification, the seat will be offered to the next student on the waitlist.</p> <ul style="list-style-type: none"> • The waitlist process is only valid before the class start date. • After the class starts, students interested in adding a closed class must have instructor permission, so it is recommended that students who were on the waitlist attend the first day of class and request instructor permission to be added. • For classes five weeks in length or less, students cannot add after the start date. • For classes six weeks in length or more, students cannot add after the second meeting of the class. • No student will be allowed to enroll in a class after the established deadline. | <p><u>Waitlisted Students</u> Through the first week of classes, students on the waitlist will be notified via e-mail as soon as a seat is available. Once you receive the e-mail, you will have up to 24 hours to accept the seat. If you do not accept, by the deadline given in your e-mail notification, the seat will be offered to the next student on the waitlist.</p> <ul style="list-style-type: none"> • The waitlist process is only valid through the end of the first week of the class. • During the 2nd week of classes, students still interested in adding a closed class must contact StarHelp at (714) 808-4679 or e-mail starhelp@noce.edu. • No student will be allowed to enroll in a class after the established deadline. |
| <p><u>Grading Policy</u> All courses in this program are graded (Pass or No Pass).</p> <p>In order to be eligible to receive a passing grade, students in this program must meet both the minimum attendance requirements and the 80% or higher grading requirement.</p> | <p><u>Grading Policy</u> All courses in this program are graded (Pass or No Pass).</p> <p>To be eligible to receive a passing grade, students in this program must meet both the minimum attendance requirements through ongoing active participation and the 80% or higher grading requirement.</p> |

Graduation Check for Program Certificate and Commencement

To receive the certificate and participate in the Commencement Ceremony, students must schedule and attend a Graduation Check/Exit Interview appointment with a NOCE Counselor at the end of their final term to complete the application for the program certificate. If you do not plan on participating in the commencement ceremony, you still must schedule a Graduation Check/Exit Interview appointment with a NOCE counselor.

Once the Records Office receives your application and verifies that all the requirements have been met, the program certificate will be mailed to you.



Accredited by the 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. Romneya 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.