

**BUSINESS INFORMATION WORKER CERTIFICATE PROGRAM**

The Business Information Worker Certificate Program is designed as the first level in a series of certificate options to provide students with highly valued office skills. This course will have you working like a pro with many of the features of MS Word. You will begin with an essential document and learn to apply formatting, fonts, styles, and color. Next, tables, mail merge, collaboration, and document tracking will round out your new skills.

<b>PROGRAM</b>	<b>UNITS</b>	<b>ELEGIBILITY</b>	<b>DURATION</b>	<b>MODE OF STUDY</b>	<b>INTAKES</b>
<b>BUSINESS INFORMATION WORKER</b>	Customer relations Business Communication Computer Information Systems Microsoft Office Introduction (MS Windows, Word2013, Excel, PowerPoint) Keyboarding 35WPM Exams	High School Certificate	20Week	Online	Ongoing