

COLLEGE OF
MARIN



Business Information Worker

The Business Information Worker curriculum is designed to develop the knowledge, skills, and attitudes needed by workers in today’s automated offices. Students can acquire the training and skills necessary to enter the job market, update knowledge and skills to reenter the marketplace, or retrain in order to maintain a present position or obtain a promotion. The skills developed in this curriculum are also useful to students who wish to enrich their business and computer expertise for personal use.

Job Opportunities

WHAT JOBS ARE AVAILABLE IN THIS FIELD?	HOW MUCH DO THEY EARN PER YEAR?	HOW MANY PEOPLE CURRENTLY WORK IN THIS POSITION IN THE AREA?	HOW MANY NEW JOBS WILL OPEN BY 2022 IN THE AREA?	GROWTH INDICATOR
Office Clerk*	\$39,603	27,929	2,860	▲ Strong
Office and Administrative Support*	\$44,408	196,712	15,009	▲ Strong
Secretary and Administrative Assistant*	\$42,592	21,364	2,156	▲ Strong

Office clerks perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring knowledge of office systems and procedures. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, bookkeeping, typing or word processing, stenography, office machine operation, and filing.

Office and administrative support workers perform a wide range of duties across many sectors to promote the success of a business. They leverage their knowledge, skills, and abilities in the use of business information systems and technologies to contribute to team efforts in marketing, business operations, project management, and many other endeavors.

Secretaries and administrative assistants perform routine clerical and administrative functions such as correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.

To explore these professions in more detail or find out about other growing professions, visit onetonline.org. The College of Marin Career and Technical Education department can be contacted at (415) 457-8811 x8200 for more information about this and other Workforce and Career Technical Education programs.

*Labor data and potential median income sourced from Economic Modeling Specialists International (www.economicmodeling.com) and includes the North Bay Region and San Francisco County. For more information about graduation rates, median debt of students who have completed the program, and other important information, visit www1.marin.edu/gainful-employment

Program

CERTIFICATE PROGRAM LENGTH	ESTIMATED TUITION AND FEES*	ESTIMATED BOOKS AND SUPPLIES*
2 Semesters, 18 Units	\$913	\$800

*These expenses may not reflect your actual cost to attend College of Marin. For information about opportunities for financial aid, please contact Enrollment Services at (415) 457-8811 Ext. 8822 or via email admissions@marin.edu

Projected Full-time course rotation

CLASS TITLE	COMPLETED	COURSE #	COURSE UNITS	SEMESTER OFFERED	DAYS OFFERED	TIME OF CLASS	REQUIRED FOR CERTIFICATE
SEMESTER 1			(8.5)				
Computer Keyboarding	<input type="checkbox"/>	CIS 100	1	Fall, Spring	M-R	Afternoon	X
Introduction to Computer Information Systems	<input type="checkbox"/>	CIS 110	3	Fall, Spring	M-R	Morning, Evening	X
Human Relations/Customer Service	<input type="checkbox"/>	BUS 134	3	Fall	R	Evening	X
Introduction to Windows	<input type="checkbox"/>	CIS 126	1.5	Fall, Spring	S	Morning	X
SEMESTER 2			(9)				
Microsoft Excel Spreadsheet Design	<input type="checkbox"/>	CIS 118	1.5	Fall, Spring	W, T	Morning, Evening	X
Intermediate Microsoft Excel Spreadsheet Design	<input type="checkbox"/>	CIS 128	1.5	Fall, Spring	T	Evening	X
Beginning Microsoft Word	<input type="checkbox"/>	CIS 102	1.5	Fall, Spring	W, R	Morning, Evening	X
Intermediate Microsoft Word	<input type="checkbox"/>	CIS 103	1.5	Fall, Spring	R	Evening	X
Business Communication	<input type="checkbox"/>	BUS 144	3	Fall, Spring	N/A	Online	X
TOTAL			17.5				

For assistance with creating your educational plan and choosing the program that is right for you, see your counselor. To schedule an appointment, call the counseling office at (415) 485-9432.