

Riverside City College Business Information Worker Cohort

Earn the new Business Information Worker (BIW) certification in two semesters. This state-approved Certificate of Achievement is designed to prepare students for entry-level and administrative support in a variety of fields and businesses. Members of this learning community are guaranteed enrollment in all required BIW courses.

Apply Online: <https://goo.gl/forms/KymfRC1gS7g60GT22>

Fall Semester Classes: 12 Units

- CAT 3: Computer Applications for Business
- CAT 90: Microsoft Outlook
- CAT 93: Computers for Beginners
- CAT 98A: Introduction to Excel
- CAT 98B: Advanced Excel

Spring Semester Classes: 8 Units

- CAT 1A: Business Etiquette
- CAT 31: Business Communications
- CAT 53: Keyboarding/Typing Fundamentals
- CAT 51: Intermediate Keyboarding/Document Processing

Business Information Worker Cohort Program Offers:

- **Guaranteed Enrollment:** Cohort students have a guaranteed spot in required courses
- **High-demand Skills:** Beginning through intermediate skills employers demand
- **Intensive, two-semester program:** 20 hours/week, MWF in fall and spring
- **Group orientation:** Introduction to the program, meet the program faculty and staff
- **Meet new friends:** Take classes, get support, and finish with like-minded students
- **MOS testing:** Free Microsoft Office Specialist industry certification practice and exams

Sample Semester Schedule:

Monday
8 am - 1 pm

- CAT 93 and CAT 3
- CAT 90* (Online)
- CAT 98A & CAT 98B

Wednesday
8 am - 1 pm

- CAT 93 and CAT 3
- CAT 90* (Online)
- CAT 98A & CAT 98B

Friday
8 am - 1 pm

- CAT 3 and CAT 93 Lab
- CAT 90* (Online)
- CAT 98A & CAT 98B Lab
- MOS Practice Exams

For more information and assistance:

Email: Janet Lehr – janet.lehr@rcc.edu

Phone: (951) 222-8974

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Business Information Worker Certificate CE522

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