

Join the Business Information Worker Cohort Spring 2018

Earn a Business Information Worker (BIW) certification in two semesters. This new, state-approved Certificate of Achievement prepares students for administrative support in a variety of fields and businesses. Students enrolled in this learning community are guaranteed enrollment in the required BIW courses.

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

Fall Semester Classes: 13 Units

- CAT 1A: Business Etiquette
- CAT 93: Computers for Beginners
- CAT 31: Business Communications
- CAT 50: Keyboarding/Document Processing
- CAT 51: Intermediate Keyboarding/Document Processing

Spring Semester Classes: 9 Units

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

Business Information Worker Cohort Program Offers:

- **Guaranteed enrollment access:** Cohort students have a guaranteed seat in required courses
- **Group orientation:** Introduction to the program, and meet the program faculty
- **Free MOS testing:** Microsoft Office Specialist industry certification practice and exams
- **High-demand Skills:** 8,300 projected jobs for office clerks and administrative clerical professionals in Riverside and San Bernardino counties, with an hourly wage ranging from \$15.34-\$18.35 per hour

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Spring Semester Schedule:

Monday
8 am - 1 pm

- CAT 3
- CAT 98A and CAT 98B
- CAT 90
- LAB

Wednesday
8 am - 1 pm

- CAT 3
- CAT 98A and CAT 98B
- CAT 90
- LAB

Friday
8 am - 1 pm

- CAT 3
- CAT 98A and CAT 98B
- 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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