Business Administration

NORCO COLLEGE

Business Information Worker
19 unit certificate • 60 unit degree

The Accounting program prepares individuals to practice the profession of accounting and to perform related business functions.

Required Courses (to earn certificate)

CAT-1A – Business Etiquette (1 unit)*
This course provides students with both the knowledge and the skills required to quickly apply business standards of acceptable behavior and etiquette to project a professional image.

CAT/CIS/BUS-3 - Computer Applications for Business (3 units)*
This course introduces a suite of computer applications to students preparing to enter business, and office professions.

CAT-31 - Business Communications (3 units)*
Advisory: CAT-30.
This course is designed to teach the fundamentals of written and oral communication in business by providing specific practical applications.
BUS-18A Business Law I (3 units)*
The social and practical basis of the law.

CAT-51 – Intermediate Typewriting/Document Formatting (3 units)*
Develops professional typing skills. Includes business letters, manuscripts, reports, and tables.

CAT/CIS-90 - Microsoft Outlook (3 units)*
This course utilizes Microsoft Outlook to organize and plan personal and business information.

CAT-93 – Computers for Beginners (3 units)*
This course is designed as a practical step-by-step introduction to computer literacy topics including computer hardware and software, application skills, the Internet and Internet searching, Web page creation and computer ethics.

CAT/CIS-98A - Introduction to Excel (1.5 units)*
Skill development in electronic spreadsheets using Excel for business and scientific related applications.

CAT/CIS-98B - Advanced Excel (1.5 units)*
Prerequisite: CAT/CIS-98A.
Advanced concepts of MS-Excel including managing large spreadsheets, creating and working with databases, creating and using templates and macro creation.

*This class transfers toward one or more CSUSB or CalPoly majors. Visit www.assist.org or the Counseling office for details.

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Tuition $46/unit • Duration of Study: 16 months

An Associate of Arts Degree in Business Information Worker will be awarded upon completion of the required courses (19 units), plus the general education requirements. Please refer to the Norco College Catalog or visit the Counseling Center.

Job & Wage Information

- **Administrative Assistant**
  Wage Range*: $15.85-25.14
  7% decrease expected in CA 2019-2029;
  24,940 openings annually
  More info: http://bit.ly/AdminAsstNC

- **Office Assistant**
  Wage Range*: $14.34-22.13
  2% decrease expected in CA 2019-2029;
  41,980 openings annually
  More info: http://bit.ly/OfficeClerkNC

- **Receptionist**
  Wage Range*: $13.75-17.46
  5% increase in employment expected in CA
  2019-2029; 14,340 openings annually
  More info: http://bit.ly/ReceptionistNC

*2020, Riverside/Ontario/San Bernardino Metro Area

What type of interests might be a good fit for this career choice?

Conventional

People who like to work with data, have numerical or clerical ability. Prefer structured situations over ambiguous ones.

For more information on careers that fit this category of interests, visit the Career Center in the Center for Student Success.

What's Your School?

SCHOOL OF Business & Management

Visit www.norcocollege.edu/business
for more information about this program.