

Business Information Worker 19 unit certificate • 60 unit degree

The Business Information Worker Certificate is designed to prepare students for entry-level and administrative support in a variety of fields and businesses.

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.

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.*

Business Information Worker

Tuition \$874 • Duration of Study: 16 months

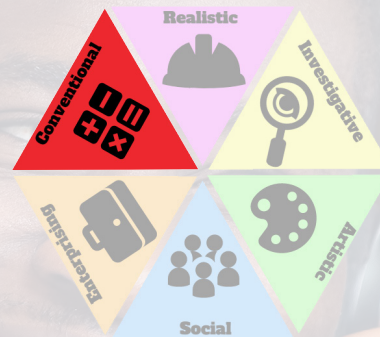
An Associate of Arts Degree in Business Information Worker will be awarded upon completion of the required courses (19 units), plus the general education requirements. Please refer to the Norco College Catalog or visit the Counseling Center.

Job & Wage Information

- Administrative Assistant
Wage Range: \$11.17-27.54
15% decrease in employment expected in CA 2016-2026; 7,610 openings annually
More info: <http://bit.ly/AdminAsstNC>
- Office Clerk
Wage Range: \$10.86-24.06
0% change in employment expected in CA 2016-2026; 38,760 openings annually
More info: <http://bit.ly/OfficeClerkNC>
- Receptionist
Wage Range: \$10.73-19.18
9% increase in employment expected in CA 2016-2026; 15,770 openings annually
More info: <http://bit.ly/ReceptionistNC>

*2018, 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?

NORCO COLLEGE
SCHOOL OF
**Business &
Management**

Visit www.norcollege.edu/business for more information about this program.
View gainful employment information at: www.norcollege.edu/academicaffairs/cte