

Computer Applications & Office Technology

Business Information Worker Cohort

State-Approved Career Pathway

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 support in a variety of fields and businesses. Members of this learning community are guaranteed enrollment in all required BIW courses.

Apply online: www.rcccat.net

Semester 1 Classes

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

Semester 2 Classes

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

Cohort Program Offers:

- **Guaranteed enrollment:** Cohort students have a guaranteed spot in program courses.
- **High-demand skills:** Beginning through intermediate skills employers demand:
- **Intensive, two-semester program:** Short-term classes offered in hybrid and online format
- **Full-time faculty advisor:** Program students have access to full-time faculty program coordinator/advisor
- **Free MOS Exams:** Program students have access to free exam preparation and free certification exam testing

Hybrid Schedule

Short-term classes
meeting online and on
campus

Saturday Schedule

Short-term classes
meeting online and on
campus on Saturdays

Online Schedule

Short-term classes
meeting online

For information contact:

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