

The background of the entire page is a photograph of a woman and a man. The woman is in the upper left, smiling and looking down at a laptop. The man is in the lower left, wearing a suit and tie, looking at the laptop. The laptop is open and the man's hands are on the keyboard. The background is a dark, semi-transparent overlay.

BUSINESS INFORMATION WORKER

Certificate-CE 522

**FOR MORE INFORMATION
CONTACT:**

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PROGRAM COURSES

19-Unit Certificate

CAT 1A-Business Etiquette (1 unit)

This course provides students with both the knowledge and skills required to quickly apply business standards of acceptable behavior and etiquette to project a professional image.

CAT 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 Communication Fundamentals (3 units)

This course is designed to teach the fundamentals of written and oral communication in business by providing specific practical applications.

CAT 51-Intermediate Keyboarding/Document Processing (3 units)

This course is designed to teach the fundamentals of written and oral communication in business by providing specific practical applications

CAT 90-Microsoft Outlook (3 units)

An introduction to the features of Microsoft Outlook. Learn to manage messages, schedule appointments, organize and manage tasks and contact lists, and customize Outlook for the workplace.

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,

CAT 98A-Introduction to Excel (1.5 units)*

Introductory spreadsheet development using Microsoft Excel for business and scientific related applications. *The CAT 98A class must be taken before CAT 98B

CAT 98B-Advanced Excel (1.5 units)

Advanced concepts of Microsoft Excel including managing large spreadsheets, creating and working with databases, creating and using templates, and macro creation.

FLEXIBLE SCHEDULES

ONLINE

- Designed for working professionals
- Completed in full or part-time enrollment
- Short-term, six and eight week classes
- Rolling start dates

The program is excellent. Textbooks for the courses are affordable and very insightful.

**Program Student-CAT Program Survey
March 2019**

Live Online Sessions

- Designed for working professionals or students who want an in-class experience as a part of their online course.
- Great preparation for remote working.
- Instructors host live meeting sessions. Can't join a session? We'll record it and you can watch it later.
- Check the course syllabus for details regarding live sessions.



PROGRAM COSTS

In-State Cost

Enrollment Fees	\$874
Books and Supplies*	300
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Total Cost	\$1,174
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Out-of-State Cost

Sales Revenue	\$5,035
Books and Supplies*	300
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Total Cost	\$5335
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*Books and Supplies cost is an estimate based on digital book costs. Contact the faculty lead to learn how we've cut our book costs for students in our programs.

JOB AND WAGE INFORMATION

36,000 JOBS

More than 36,000 job openings will be available over the five-year time frame between 2017 and 2022 in the Inland Empire/Desert Region.

\$33K-57K

The annual average wage range for the following positions (skills and qualifications will vary):

- Executive Secretaries and Administrative Assistants
- Secretaries and Administrative Assistance
- Office Assistants
- General Businesses and Retail Support

