Business Administration



Business Information Worker 19 unit certi cate • 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-93 – Computers for Beginners (3 units)* creating and using templates and macro creation.

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 o ce 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 speciec 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.

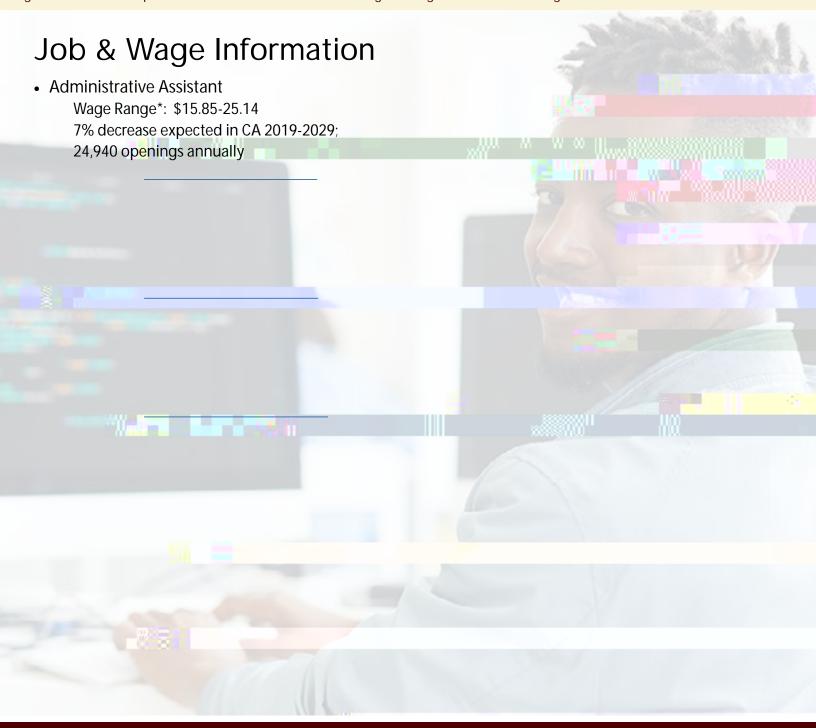
*This class transfers toward one or more CSUSB or CalPoly majors. Visit www.assist.org or the Counseling o ce for details.

Business Administration



Business Information Worker 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.



21/22 Course Catalog • NAS523/NAS523B/NAS523C/NCE523

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