

## 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-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 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.

\*This class transfers toward one or more CSUSB or CalPoly majors. Visit [www.assist.org](http://www.assist.org) or the Counseling office for details.

## 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.

## Job & Wage Information

- Administrative Assistant

Wage Range\*: \$15.85-25.14

7% decrease expected in CA 2019-2029;

24,940 openings annually