

Individually-Paced Classes

CAT Office Fast Track Certificate

Together these courses provide

- Entry-level Microsoft Word and PowerPoint skills
- Basic Internet skills
- Vocabulary and grammar for the workplace
- Workplace standards of behavior and etiquette
- An ability to work at your own pace with an instructor (open entry/exit)

Fall 2009 classes available:

CAT 1A	Business Etiquette—Monday @ 9:15 a.m.
CAT 30A	Business English 30A—Monday @ 10:55 a.m.
CAT 34A	Intro to MS Word for Windows—Monday @ 12:05 p.m. (8 wks)
CAT 93	Computers for Beginners—Monday & Wednesday @ 2 p.m.
CAT 95	Introduction to the Internet—Tuesday @ 10:30 a.m.
CAT 53	Keyboarding Fundamentals—Wednesday @ 9:20 a.m.
CAT 65	Introduction to PowerPoint—Wednesday @ 12:15 p.m.
CAT 34A	Introduction to MS Word for Windows—Thursday @ 6 p.m. (8 wks)
CAT 98A	Introduction to Excel—Thursday @ 10:30 a.m.

Visit www.rcccat.net for additional information!



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Department**

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