

Individually-Paced Classes

CAT Fast Track

Together these courses provide

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

Fall 2009 Open Sections:

- CAT 30A Business English 30A—47294—Monday @ 10:55 a.m.
CAT 34A Introduction to Word—48812—Thursday @ 6 p.m.(8 wks)
CAT 65 Introduction to PowerPoint—48816—Wednesday @ 12:15 p.m.
CAT 95 Introduction to the Internet—48819—Tuesday @ 10:30 a.m.
CAT 98A Introduction to Excel—48820—Thursday @ 10:30 a.m.

Visit www.rcccat.net for additional information!



Business & Information Systems Department

Business Education Building Phone:951-222-8974
220E E-mail: www.rcccat.net

