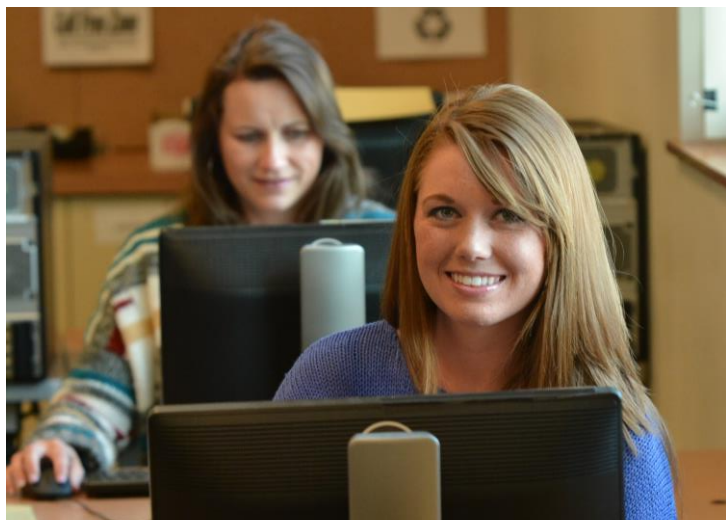


Crater High School- CAHPS Business & Information Specialist

This certificate prepares students for entry level office positions



Classes not available at your high school may be taken through [RCC's Early College](#) program at an RCC Campus or online. These courses are discounted and billed to the high school and can be dual credit courses upon your high school's approval. Discuss this program and courses of interest with your high school counselor.

Legend

- ★ RCC COLLEGE NOW
Free course at your high school
- ^ RCC Early College course
- ◀ SOU Dual Credit course

For full certificate details [Click Here](#)

Business & Information Specialist

Required Classes:

BA131: Intro to Business Computing I ^
or **CS120** in place of **BA131**

BA285: Advanced Business Applications:
Excel or **CS125ss** in place of **BA285** ^

BT101: Human relations in Organizations ^

BT113: Business English I ^
or **WR115** in place of **BT113**

BT114: Business English 2
or **WR121** in place of **BT114**
- English Composition I **WR121: Easton** ★ ◀
- English Composition 2 **WR122: Easton** ◀

BT160: Business Math I
or **MTH60** or higher level course
- College Algebra **MTH111: Merritt** ★
- Elementary Functions **MTH112: Merritt** ★
- Intro to Statistics **MTH243: Martes** ◀

BT178: Customer Service ^

CS125WW: Word Processing Applications ^

To learn more and to create an
academic plan, consult an RCC Advisor