

# Administrative Office Professional

LOCATION	TIME	DAYS	TERM	CLOCK HOURS	FEE*
Don F. Kenny Regional Learning Center - Main Campus, Indio	8:00 a.m. – 4:30 p.m.	T-F	24 weeks	680	\$4,220
Alessandro Branch - Branch Campus, Riverside	8:00 a.m. – 12:45 p.m.	T-F	36 weeks	680	\$4,220

*\*Program fee DOES NOT include enrollment prerequisites, program requirements, or required materials.*

*\*Schedules and fees are subject to change without notice.*

This course prepares students for the Microsoft Office Specialist (MOS), QuickBooks Certification and Certified Administration Professional (CAP) certifications. Instruction includes:

- Study of keyboarding, formatting, and word processing.
- Computerized accounting applications, spreadsheets, and databases.
- Customer service and clerical skills.
- Skills for organization and multi-tasking.

## Admission Requirements

- Proof of high school diploma or equivalent.
- Successful completion of required assessment test.
- Current government-issued photo ID.
- Social Security card.

## Program Requirements

- Maintain a minimum 76% grade average and a 93% attendance rate.
- Basic keyboarding and computer skills to facilitate learning of software.
- 250 hour Internship included in program.
- Fingerprinting and background check may be required.

## Included in the Cost of Program Fees

- Textbooks.

## Where would I work?

- Private or public business office.
- Large and small business office center.

## What wages can I expect?

MEDIAN 2016 WAGES*		
	Hourly	Annually
California	\$18.86	\$39,235
Inland Empire	\$18.35	\$38,161

\*Data based upon Occupation Employment Statistics (OES) Survey Results for Word Processing & Typist in California: [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)

Completion, Placement, and Licensure available on website at [www.riversidesce.org](http://www.riversidesce.org)