

# Administrative Office Professional Bootcamp

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	13 weeks	360	\$2,950

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

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

This accelerated course prepares students for the Microsoft Word 2010 and Excel 2010 Exams, 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.
- 60 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)