



Administrative Office Professional Bootcamp

LOCATION	TIME	DAYS	TERM	CLOCK HOURS	FEE*
Don F. Kenny Regional Learning Center - Main Campus, Indio	8:00 a.m. – 4:00 p.m.	T-F	14 weeks	360	\$3,300

**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 with basic computer skills who are interested in working in an office or administrative support position in the private or public sector. 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 2017 WAGES*		
	Hourly	Annually
California	\$18.35	\$38,168
Inland Empire	\$16.78	\$34,901

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

Completion, Placement, and Licensure available on website at www.riversidesce.org

For additional information, please contact our office at (951)826-4723 or (760)863-3333, or visit our website at www.riversidesce.org.