



# Administrative Office Professional

*Federal Financial Aid available for those who qualify for Pell Grant.*

| 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       | 24 weeks | 680         | \$5,050 |
| Alessandro Branch - Branch Campus, Riverside               | 8:00 a.m. - 4:00 p.m.<br>8:00 a.m. – 11:30 a.m. | T/TH<br>W | 36 weeks | 680         | \$5,050 |

*\*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 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](http://www.labormarketinfo.edd.ca.gov)

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