



Administrative Office Professional

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

LOCATION	TIME	DAYS	TERM	CLOCKHOURS	FEE*
Don F. Kenny Regional Learning Center – Main Campus, Indio	8:00 a.m. – 4:00 p.m.	T-F	24 weeks	680	\$6,175
Alessandro Branch – Branch Campus, Riverside	8:00 a.m. – 4:00 p.m. 8:00 a.m. – 12:30 p.m.	T/TH W	36 weeks	680	\$6,175

**Program fee DOES NOT include enrollment prerequisites, program requirements, testing fees, or required materials. *Schedules and fees are subject to change without notice. Taking this course does not guarantee a job.*

This 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

- High school or equivalent transcript.
- Successful completion of required assessment test.
- Current government-issued photo ID.
- Social Security Card or Right to Work Documentation.

Program Requirements

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

Included in the Cost of Program Fees

- Textbooks.
- Microsoft Office Specialist Certification Word & Excel exam.

Where would I work?

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

What wages can I expect?

MEDIAN 2018 WAGES*		
	Hourly	Annually
California	\$16.68	\$34,700
Inland Empire	\$16.68	\$34,700
*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.