schoolof CAREEREDUCATION
Connected to the World of Work

Administrative Office Professional

Federal Financial Aid available for those who qualify.

LOCATION	TIME	DAYS	TERM	CLOCK HOURS	FEE*
School of Career Education Main Campus, 2100 E. Alessandro Blvd., Riverside, CA 92508	8:00 a.m. – 4:30 p.m.	T-F	24 weeks	680	$9,200
Don F. Kenny Regional Learning Center, Branch Campus, 47-336 Oasis Street, Indio, CA 92201	8:00 a.m. – 4:30 p.m.	T-F	24 weeks	680	$9,200

*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.**

Where would I work?
- Private or public business office.
- Large and small business office center.

MEDIAN 2020 WAGES*		
	Hourly	**Annually**
California	$18.26	$37,989
Inland Empire	$17.70	$36,812
*Data based upon Occupation Employment Statistics (OES) Survey Results for General Office Clerical in California: www.labormarketinfo.edd.ca.gov		
Completion, Placement, and Licensure available on website at www.riversidesce.org		

Course Description:
This course is designed for persons interested in working in the business field, with an emphasis on office and administrative support positions in both the private and public sectors. The Administrative Office Professional Program equips the student with a variety of skills used in large and small businesses through the study of keyboarding, formatting, communications, word processing, spreadsheets, databases, and computerized accounting applications. Students practice skills necessary to provide excellent customer service, maintain efficiency and organization, and multi-task with ease. An essential component of this program is a required business internship where students practice all skills learned in an actual office environment to further hone and perfect expertise. This program prepares students with the skills necessary to successfully pass the Microsoft Office Specialist (MOS) in Microsoft Word and Excel. Graduates of this program may go on to enjoy careers as secretaries, receptionists, executive assistants, administrative assistants, data entry operators and much more.

Admission Requirements:
- Official 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-point 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.