

Attention Business Students!

There are an estimated 9,000 jobs for administrative, business support workers in Riverside and San Bernardino Counties. Learn how you can complete a short-term certificate, earn Microsoft Office Specialist certifications, and get the job skills required by employers. You could become qualified for an office professional job with pay ranging from \$15.34 to \$34.00 an hour.

Certificate in a Semester Programs – 16 Weeks

- Executive Office Professional
- Administrative Office Professional
- Office Assistant

Two-Semester Programs – 32 Weeks (fall and spring)

- Business Information Worker Cohort
- Legal Secretarial/Administrative Office Professional

Information Session Dates

Sessions are in the Business Education (BE) Building on the Riverside City Campus.

September 14	Thursday	6 – 7 pm	BE 100
September 21	Thursday	6 – 7 pm	BE 100
October 4	Wednesday	12 – 1 pm	BE 104
October 6	Friday	6 - 7 pm	BE 100

RSVP for a session: <https://rccat-informationssessions.eventbrite.com>

Contact: Janet Lehr at janet.lehr@rcc.edu or call (951) 222-8974 for assistance

Microsoft
Office Specialist
Authorized Testing Center



CAREER &
TECHNICAL
EDUCATION