

Certificate in a Semester

Two Days, 16 Weeks - DONE!

Required courses will be offered according to the following Tuesday/Thursday schedule in 8 and 16 week sessions. When enrolled in these courses, the certificate can be completed in the spring 2015 semester. Spring semester runs February 17 through June 11, 2015.

Administrative Office Professional (CE637)

TUESDAY

8:00 CAT 31 - Business Communications

9:35 CAT 3 - Computer Applications for Business

11:10 CAT 61 - Professional Office Procedures

2:20 CAT 62 - Records Management

THURSDAY

8:00 CAT 98A - Introductory Excel (2/17-4/10)

9:35 CAT 3 - Computer Applications for Business

11:10 CAT 3 - Computer Applications for Business LAB

2:20 CAT 62 - Records Management

Contact: Janet Lehr, Co-Chair
Business and Information Systems
janet.lehr@rcc.edu | www.rcccat.net
(951) 222-8974

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Administrative Office Professional (CE 637)

Student Schedule

Add the following Tuesday/Thursday sections to your schedule in WebAdvisor on your registration date.

CAT 3	43870
CAT 31	43873
CAT 61	43880
CAT 62	43881
CAT 98A	43887

If a class section is full, attend the first class meeting and request an Authorization to Add Code from the instructor. Please contact Janet Lehr at janet.lehr@rcc.edu if you have any questions regarding your schedule.

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