

# Certificate in a Semester

Two Days, 16 Weeks - DONE!

Required courses will be offered according to the following Monday/Wednesday 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.

## Executive Office Professional (CE635)

### MONDAY

8:00 CAT 55 - Applied Accounting/Bookkeeping

9:35 CAT 98A - Introductory Excel (2/17-4/10)\*

CAT 98B - Advanced Excel (4/20-6/11)

11:10 CAT 80 - Word for Windows (2/18-4/11)

CAT 90 - Outlook (4/20-6/11)

### WEDNESDAY

8:00 CAT 55 - Applied Accounting/Bookkeeping

9:35 MAG 44 - Principles of Management

11:10 CAT 80 - Word for Windows (2/17-4/10)

CAT 90 - Outlook (4/20-6/11)

\*The CAT 98A course is not a required certificate course. However, students who have not completed CAT 98A must do so prior to enrolling in CAT 98B which is a required certificate course.

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

# Certificate in a Semester

## Executive Office Professional (CE 635)

### Student Schedule

Add the following Monday/Wednesday sections to your schedule in WebAdvisor on your registration date.

CAT 55	43879
CAT 98A	43885
CAT 98B	43888
CAT 80	43882
CAT 90	43883
MAG 44	44012

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](mailto:janet.lehr@rcc.edu) if you have any questions regarding your schedule.

The Riverside Community College District complies with all federal and state rules and regulations and does not discriminate on the basis of ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, genetic information, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law. This holds true for all students who are interested in participating in education programs and/or extracurricular school activities. Limited English speaking skills will not be a barrier to admission or participation in any programs. Harassment of any employee or student with regard to ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, genetic information, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law is strictly prohibited. Inquiries regarding compliance, and/or grievance procedures may be directed to the District's Title IX Officer/Section 504/ADA Coordinator, Georgina Villasenor, 450 E. Alessandro Blvd., Riverside, CA 92508. (951) 222-8039. Alternate formats for this material are available to individuals requiring disability accommodation. Please contact Janet Lehr at (951) 222-8974 or the office of Diversity, Equity and Compliance at (951) 222-8039.