

STEP UP! EARN MORE!

Executive Office Management Certificate - CE 639

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY

EXECUTIVE OFFICE
PROFESSIONAL
CERTIFICATE
CE 635
13.5 units
Earnings: \$26-34/hr*

CAT-55 Applied Accounting/Bookkeeping
CAT-80 Word Processing: Word for Windows
CAT-90 Microsoft Outlook
CAT-98B Advanced Excel
MAG-44 Principles of Management

ADMINISTRATIVE OFFICE
PROFESSIONAL
CERTIFICATE
CE 637
10 units
Earnings: \$18-23/hr*

CAT-03 Computer Applications/Business
CAT-31 Business Communications
CAT-61 Professional Office Procedures
CAT-62 Records Management
CAT-98A Introduction to Excel

OFFICE ASSISTANT
CERTIFICATE
CE 633
10 units
Earnings: \$16-20/hr*

CAT-1A Business Etiquette
CAT-30 Business English
CAT-51 Keyboarding/Document Processing
CAT-93 Computers for Beginners

Executive Office Management - 34 Units

CAT-1A	Business Etiquette	1.0
CAT-3	Computer Applications/Business	3.0
CAT-30	Business English	3.0
CAT-31	Business Communications	3.0
CAT-51	Keyboarding/Document Processing	3.0
CAT-61	Professional Office Procedures	3.0
CAT-62	Records Management	3.0
CAT-80	Word Processing: Word for Windows	3.0
CAT-90	Microsoft Outlook	3.0
CAT-98A	Introduction to Excel	1.5
CAT-98B	Advanced Excel	1.5
MAG-44	Principles of Management	3.0

Program courses stack from three smaller certificates into the 34 unit ACBSP Accredited Executive Office Management Certificate. If you're new to computers start with CAT & BIW Quick Start courses.



CAT & BIW Quick Start Courses

Recommended preparation for those who do not know how to type by touch or have never worked with computers.

CAT-53 Keyboarding Fundamentals
CAT-93 Computers for Beginners

**The program is excellent.
Textbooks for the courses are
affordable and very insightful.**

**Program Student-CAT Program Survey
March 2019**



*Earnings represent median to 75% hourly wages.

Source: <https://www.labormarketinfo.edd.ca.gov/data/employment-projections.html>

Contact: Janet.Lehr@rcc.edu, Co-Chair, Business and Information Systems Department | 951.222.8974 | www.rcccat.net