



Administrative Assistant

Administrative Assistants are responsible for a variety of tasks in business. Days can vary from greeting guests to scheduling complex travel itineraries for executives. They often do letters, reports, charts, data entry, and file organization. Administrative Assistants are extremely valuable to every business. With these skills you can find employment in almost every type of business. New classes start every 6 weeks!

How long does it take to complete?

The program contains four 6-week modules. The internship of 200 hours follows the three classroom instruction modules.

What does this program cost?

The cost for the program is \$6,520.00.

Are there additional costs?

Yes. You will be responsible for the cost of books and supplies. Estimated fees \$1,368.85.

Is financial aid available?

Yes! You can apply for financial aid. Help with completing the FAFSA (Free Application for Federal Student Aid) application is available in Berks Hall Room B106. No appointment necessary.

Are there scholarships?

RACC does not offer scholarships for this program at this time.

What are the requirements?

Please contact 610.375.8188 for more information or go to racc.edu/careertraining to fill out an interest form.

What classes will I take?

Module 1: Business English I, Intro to Computers, Keyboarding I, Office Technology, Spreadsheets I, and Word Processing . 135 hours.

Module 2: Business English II, Business Math, Career Seminar I, Keyboarding II, Spreadsheets II, Word Processing II and Internet Workshop. 150 hours.

Module 3: Accounting I, Access, Business Management, Customer Service, Desktop Publishing, Microcomputer Accounting, and Microsoft Outlook Seminar. 135 Hours.

Module 4: Power Point, Career Seminar II and Internship 236 hours.

