



Office Assistant with Computer Applications

Office Assistants with computer skills are essential personnel in business. They will do a variety of jobs in companies, from reports, payroll, inventory, letter writing, communication with clients, emailing, scheduling, billing and more. With these skills you can find employment in almost every type of business. Classes start every 6 weeks!

How long does it take to complete?

The program is broken up into four 6-week modules. The internship of 150 hours follows the three classroom instruction modules.

What does this program cost?

The cost for the program is \$3,330.00.

Are there additional costs?

Yes. You will be responsible for the cost of books and supplies. Estimated fees \$678.95.

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 call 610.375.8188 or visit racc.edu/careertraining to complete an interest form.



What classes will I take?

Module 1: Business English I, Intro to Computers, Keyboarding I, Office Technology, Spreadsheets I, Word Processing and Microsoft Outlook Seminar . 138 hours.

Module 2: Business English II, Business Math, Customer Service, Keyboarding II, Spreadsheets II, Word Processing II and Internet Workshop. 138 hours.

Module 3: Power Point, Access, Basics of Writing, Career Seminar I, and Desktop Publishing, 120 Hours

Module 4: Career Seminar II and Internship 162 hours.

