

NORCO
COLLEGE
Career & Technical Education

Become an Administrative Assistant by completing courses at Norco College.

Complete the program in as little as 9 months through our Accelerated Certificate & Employment (ACE) program. Courses offered on Fridays & Saturdays. Call (951) 739-7811 for more information.

Today's job market is competitive. Employers are seeking Administrative Assistants with a broad range of skills. Get the edge on the competition, create a professional image and gain experience in Microsoft programs such as Outlook and Excel in our new Business Information Worker certificate program.

INTERMEDIATE TYPEWRITING/DOCUMENT FORMATTING

COMPUTER APPLICATIONS FOR BUSINESS

COMPUTERS FOR BEGINNERS

BUSINESS COMMUNICATIONS

MICROSOFT OUTLOOK

BUSINESS ETIQUETTE

INTRO TO EXCEL

ADV. EXCEL

**DON'T MISS OUT ON
THE NEXT GREAT
JOB OPPORTUNITY.**

GET STARTED TODAY!

www.norcollege.edu • (951) 739-7811 • ace@norcollege.edu
2001 Third Street, Norco, CA 92860

Earn a
certificate for
less than \$2,000.

(including tuition and books)



Show off your confidence in that next job interview with the skills employers are looking for.

GET STARTED TODAY!

NORCO
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Norco College offers 14 business certificate programs that deliver the education and skills so you can get the job.

- Accounting*
- General Business*
- General Business with a concentration in Management*
- General Business with a concentration in Logistics Management*
- General Business with a concentration in Real Estate*
- Real Estate Salesperson & Transaction (also known as California Real Estate Broker)
- Registered Individual & Small Business Income Tax Preparer
- Entrepreneurship: Getting Started
- Entrepreneurship: Legal and Finance
- Retail Management*
- Logistics Management*
- Small Business Accounting
- Small Business Payroll Accounting
- Business Information Worker

** also offered as an Associate degree*

DID YOU KNOW?

You can obtain certification to make advancements in your education and career without affecting your financial aid? Certificates signify that you have mastered a certain group of skills or knowledge and should be included on your resume. They help provide a competitive advantage when applying for internships and jobs.

Enroll Now
www.norcocollege.edu

Don't have time to go back to school?

All 14 programs are offered as a certificate program. Some can be completed in less than 6 months.