

# What's next?

Scan to see  
the video!

## Hear from our students!

Take a minute to see what our students from our CTE programs have to say about their experiences.

» [www.arc.losrios.edu/cte/video](http://www.arc.losrios.edu/cte/video)



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## GET TO KNOW YOURSELF

Use these websites for career guidance and to explore your interests.

» [www.cacareercafe.com](http://www.cacareercafe.com)

» [www.cacareerzone.org/assessments](http://www.cacareerzone.org/assessments)

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## VISIT OUR WEBSITE

Check out our CTE page for more details about the programs ARC offers.

» [www.arc.losrios.edu/cte](http://www.arc.losrios.edu/cte)

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## TALK TO YOUR COUNSELOR

Talk with your counselor so you can develop your game plan and find out what preparations you'll need for getting started on your career path.



## CAREER TECHNICAL EDUCATION at American River College

For more information visit  
[www.arc.losrios.edu/cte](http://www.arc.losrios.edu/cte)



Part of the Los Rios Community College District

American River College does not discriminate on the grounds of race or ethnicity, nationality, religion, gender, sex, age, color, sexual orientation, marital status, or physical or mental disability.

Finance & Business  
at American River College

## CERTIFICATES & DEGREES IN

Accounting  
Business  
Business Technology  
Legal Assisting  
Management

CTE programs will get you where you want to go. Quick.

- Faculty with industry experience
- Up-to-date & hands-on courses
- Affordable technical training
- Ability to start your career faster

Check out some of our featured programs

What you could be earning!

	After 2 Years	After 5 Years
Accounting	\$32,044	\$38,960
Business Administration	\$33,827	\$42,384
Business Technology	\$27,761	\$32,159
General Business	\$35,425	\$49,731
Legal Assisting	\$41,546	\$47,674

These are median salaries from actual graduates of California Community Colleges.

2014 salary data from [salarysurfer.cccco.edu](http://salarysurfer.cccco.edu)



## Accounting

Take your talent for numbers and learn how to analyze costs within a company, audit financial statements or work as a tax preparer. You'll gain a strong background in fundamental concepts and accounting computer applications.

### Certificates

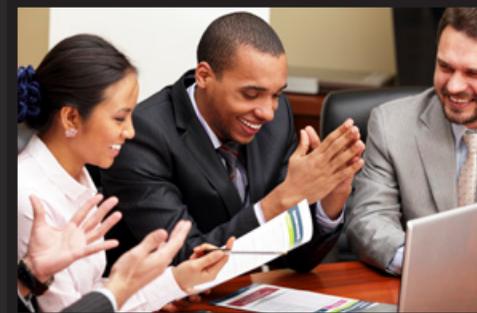
- Accounting
- Accounting Clerk
- Taxation

### Degrees

- A.A. Accounting

### PROGRAM HIGHLIGHTS

- Audit financial statements and express appropriate opinions on those statements
- Communicate appropriate information to business managers or investors
- Integrate accounting with principles of business, ethics, law, and economics



## Business

Learn everything it takes to be successful in today's modern marketplace, whether that be in the private or public sector. You'll get the essential skills for starting out in entry-level positions as an account executive, analyst, bank employee, or entrepreneur.

### Certificates

- General Business
- Small Business Management
- Technical Communications

### Degrees

- A.A. General Business
- A.A. Small Business Management
- A.A. Technical Communications



## Business Technology

By perfecting your office management and clerical skills you can go on to pursue a career in administrative support or as an executive assistant. Specialize your training with basic legal terminology to become a law office assistant, or setup a virtual home office where you can provide administrative, creative, and technical services to clients anywhere in the world.

### Certificates

- Law Office Clerical Assistant
- Office Technology
- Virtual Office Professional

### Degrees

- A.A. Administrative Professional



## Legal Assisting

The Legal Assisting program at ARC is approved by the American Bar Association and has been preparing students for this profession for over 30 years. In this program you will get exposure to a wide range of legal theories and terminology, and apply that knowledge into practical situations such as civil litigation, legal research and legal writing.

### Certificates

- Law Office Clerical Assistant
- Legal Assisting

### Degrees

- A.A. Legal Assisting



## Management

Learn the leadership and management functions that are essential to building world class organizations: including communications, customer service, effective planning, statistical analysis, teamwork, and leadership. This will give you the knowledge and skills needed to progress into management positions.

### Certificates

- Introduction to Leadership in Action
- Management
- Leadership

### Degrees

- A.A. Management
- A.A. Leadership