

## PROGRAM OF STUDY

### Office Assistant Certificate of Achievement

The Office Assistant Certificate of Achievement prepares students for an entry level position in an office setting. This certificate emphasizes technical office skills, as well as personal and social skills necessary to attain a position in an office and succeed in the work place. Students will be able to use application software to create and edit documents and spreadsheet; manage a records system; sort and distribute mail; and manage a phone system. Positive communication skills are developed throughout the program.

		<b>Units</b>
OT1	COMPUTER BASICS	1.5
OT5	DOCUMENT FORMATTING	1.5
OT6	DATA ENTRY ESSENTIALS	1.5
OT9	BEGINNING KEYBOARDING	1
OT11A	MICROSOFT WORD ESSENTIALS	1.5
OT11C	WORD PROCESSING PROJECTS	1.5
OT12A	MICROSOFT EXCEL ESSENTIALS	1.5
OT16	PREPARING FOR A JOB INTERVIEW	1
OT17	Job Retention and Responsibilities	1
OT44	FILING PROCEDURES	1.5
OT48	TODAY'S RECEPTIONIST	1.5
<b>Select from keyboarding skills:</b>		<b>Units</b>
OT46 *	CHAMPIONSHIP TYPING	3
	<b>or</b>	
OT7	SPEED TYPING ON COMPUTERS	0.5
	<b>and</b>	
OT46	CHAMPIONSHIP TYPING	1.5
<b>Total Units</b>		<b>17 - 18</b>

\*taken twice

Effective Term: Fall 2012

PID 289