PROGRAM OF STUDY

Administrative Assistant Certificate of Achievement

Students will efficiently perform general office work including using application software to create and edit documents, spreadsheets, and database files; managing a records system; applying basic accounting skills; sorting and distributing mail; and managing a phone system. Students will be able to use positive communication skills including skills necessary to attain a position in an office and succeed in the work place.

Required courses - 21.5 units		**Units**
ACCTG40	Applied Accounting	4
OT1	Computer Basics	1.5
OT5	Document Formatting	1.5
OT6	Data Entry Essentials	1.5
OT11A	Microsoft Word Essentials	1.5
OT11C	Word Processing Projects	1.5
OT12A	Microsoft Excel Essentials	1.5
OT12C	Spreadsheet Projects	1.5
OT13A	Microsoft Access Essentials	1.5
OT16	Preparing for a Job Interview	1
OT17	Job Retention and Responsibilities	1
OT44	Filing Procedures	2
OT48	Today's Receptionist	1.5

Select one English course from the following list - 2-5 units		**Units**
ENGL105	Grammar and Punctuation	2
ENGL125	Writing Skills for College	4
ENGL130	Accelerated Writing	5
ENGL1A	Reading and Composition	4

Recommended Courses: Business Administration 5 or English 1A

Requires typing course or certification as indicated		**Units**
OT150	Beginning Keyboarding	1
	or	

typing certification of 25 words per minute by touch with 3 or fewer errors in a 3 minute timed test

OT151	Championship Keyboarding	1
	or	

typing certification of 35 words per minute by touch with 3 or fewer errors in a 3 minute timed test

OT152	Speed Typing	1
	or	

typing certification of 45 words per minute by touch with 3 or fewer errors in a 3 minute timed test

Total Units   23.5 - 29.5

Effective Term: Spring 2017