

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.

		Units
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
OT16	Preparing for a Job Interview	1
OT17	Job Retention and Responsibilities	1
OT48	Today's Receptionist	1.5
OT44	Filing Procedures	2
OT150	Beginning Keyboarding	1
OT151	Championship Keyboarding	1
OT152	Speed Typing	1

Total Units

17.5

Effective Term: Fall 2017

PID 640