

ADMINISTRATIVE ASSISTANT CERTIFICATE OF ACHIEVEMENT

The Administrative Assistant Certificate is designed to prepare students for employment in today's modern office. Students will learn computer skills in Microsoft Office Applications and writing skills that are needed for successful business communication. Student will learn computer skills through hands-on practice and various business project simulations.

| Code | Title | Units |
|--------------------------|---|-----------|
| Required Courses: | | |
| CIT 013 | Intermediate Keyboarding | 3 |
| CIT 021 | Word Processing: Comprehensive Microsoft Word | 4 |
| CIT 031 | Business English | 3 |
| CIT 100 | Introduction to Personal Computers | 3 |
| or CIT 101 | Introduction to Computer Literacy | |
| CIT 114 | Spreadsheets: Excel | 3 |
| CIT 116 | Database Management: Access | 3 |
| CIT 118 | Microsoft PowerPoint | 3 |
| Total Units | | 22 |

Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select.

This is a Gainful Employment Program

Program Learning Outcomes

At the completion of this program, students will be able to:

- a. Use advanced Word Processing features for business applications.
- b. Type 60 words per minute.
- c. Use PC-based database management system.