

# ADMINISTRATIVE OFFICE ASSISTANT, CERTIFICATE OF ACHIEVEMENT

Successful completion of the Administrative Office Assistant Program will provide the skills necessary for an entry-level office and administrative support in a variety of job positions, including general office clerks, receptionists, information clerks, customer service representatives, and administrative assistants. Students will learn basic oral and written communications. They will learn computer application skills, including the basics of Microsoft Excel, Word, and Outlook. They will learn the fundamentals of computer systems. Students who successfully complete this program may continue their education by taking additional courses that lead to an Associate Degree in Business Management or Supervision.

Course ID	Title	Units/ Hours
<b>REQUIRED CORE (15 units):</b>		
BUS V32	Human Resource Management	3
BUS V61	Microsoft Word	3
BUS V62	Microsoft Excel	3
BUS V64	Computer Fundamentals and Productivity Tools	2
BUS V94	Office Skills for Employment	4
<b>REQUIRED ADDITIONAL COURSE:</b>		
<b>Select one (1) of the following courses (3 units):</b>		
BUS V44	Business English	3
BUS V45	Business Communications	3
<b>TOTAL</b>		<b>18</b>

Year 1		
Fall Semester		Units/Hours
BUS V61	Microsoft Word	3
BUS V62	Microsoft Excel	3
BUS V64	Computer Fundamentals and Productivity Tools	2
<b>Units/Hours</b>		<b>8</b>
Spring Semester		
BUS V32	Human Resource Management	3
BUS V94	Office Skills for Employment	4
BUS V44 or BUS V45	Business English or Business Communications	3
<b>Units/Hours</b>		<b>10</b>
<b>Total Units/Hours</b>		<b>18</b>

Upon successful completion of this program, students will be able to:

- Create and edit professional documents in a word processing program (Microsoft Word).
- Create and edit professional documents in a spreadsheet program (Microsoft Excel).
- Communicate effectively and professionally in business situations through writing, speaking, and electronic media.