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## **Basic Administrative Office Assistant - Skills Certificate**

*Units: 18*

(TOP Code: 051400; Academic Plan: *C051400*)

The Basic Administrative Office Assistant skills certificate prepares for employment in business, government, and educational offices using automated systems and procedures. Emphasis is placed on the development of keyboarding and basic computer skills, including word processing and spreadsheets, to prepare business documents, handle telephone inquiries, use an e-mail system, and complete forms. Completion of this program enables students to qualify for entry-level office positions and lays the foundation for further study and advancement in office occupations.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Create a business report with a cover sheet, table of contents, and a bibliography.
2. Create a worksheet, chart data, perform calculations and make comparisons by using a pie chart.
3. Prepare a multi-column newsletter containing desktop publishing elements in Microsoft Word.

### PROGRAM REQUIREMENTS

Requirements for the Basic Administrative Office Assistant skills certificate may be met by completing 18 units of required courses with a grade of "C" or better.

### REQUIRED COURSES (18 UNITS)

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CAOT 001	COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS I	3
CAOT 082	MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE	3
CAOT 031	BUSINESS ENGLISH	3
CAOT 043	OFFICE PROCEDURES	3
CAOT 084	MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING	3
CAOT 085	MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEET	3