## ADMINISTRATIVE ASSISTANT - LEVEL 1

## Certificate of Completion #38111

The Level 1 Certificate prepares students for entry-level clerical positions where keyboarding and basic office skills are the primary functions.

## **Program Learning Outcomes**

- Students will be prepared to enter into entry level administrative assistant and general office jobs.
- Students will be employed or seeking employment in the field for a related field.
- · Students will demonstrate job readiness skills.

Review Student Learning Outcomes (SLOs) for this program.

## **Required Courses**

| Course Prefix | Course Name                | Units |
|---------------|----------------------------|-------|
| VOC CSB10     | Office Skills              |       |
| VOC CSB15     | Microcomputer Applications |       |
| VOC CSB31     | Microsoft Word             |       |