
Administrative Assistant Certificate Package

This class is intended for everyone. No computer or work experience required.

Instructors

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School Phone

805-497-2761

Room Location

Room 9

Overview:

Recharge your career! Administrative Assistant brings your resume 100% up-to-date with a mastery of Microsoft skills and new job search skills! Administrative Assistant certificate package starts with 5 weeks in our Office Assistant certificate class and then offers 10 weeks of focused Microsoft Office skill building.

Class Resources and Recommended Books:

Each student will receive a flash drive, useful handouts, e-textbooks, online materials, a subscription to our comprehensive video learning library, and one Microsoft Office Specialist exam voucher.

Bring These Items to Class Daily:

Pen or Pencil, school-issued flash drive and note pad

Instructional Procedure:

The instructor will lecture while demonstrating various computer basic techniques on a large screen at the front of the room. Students will follow along on their own classroom computer. Students are encouraged to ask questions throughout the course.

Class Topics

- o Digital File Management
- o Working with attachments
- o Introduction to Outlook
- o Review of business math
- o Keyboarding
- o Newsletters
- o Word (separate class outline available on our website)
- o Excel (separate class outline available on our website)
- o PowerPoint (separate class outline available on our website)
- o Outlook (separate class outline available on our website)
- o Job Search Skills (separate class outline available in class)
- o Word Basics
- o Customer Service
- o Filing techniques
- o Invoices
- o Excel Basics

Homework:

Most homework can be done on a PC with Windows and Office 2010, 2013, 2016, or Office 365. Mac users may use the Microsoft Office for Mac and convert the exercise files at home. *All Students should expect their home computer to behave similarly, but not exactly the same, as the school computers.*

Homework will be assigned by your instructor. It will be approximately 5 hours a week for the first 5 weeks and 10 hours a week for the next 10 weeks

Attendance & Passing Scores:

Certificate is achieved by successfully completing each individual class in this package, maintaining attendance, participation, and the regular use of eLab for the purpose of study and homework completion.

Certifications Possible:

Commented [CW1]: Your attendance and scoring policy is good. This is about front end wording. Attach a separate sheet to this outline the first day of class with specific scoring.

Commented [CW2R1]: Minor rewrite

When successfully completed, students earn an Administrative Assistant Certificate. Students are also encouraged to earn a Microsoft certification. This certificate package is an excellent prep for the Microsoft Office Specialist Exams. The school is also a test center.