ADMINISTRATIVE ASSISTANT TRAINING, CERTIFICATE

Program Code: CC.ADMINTRNG

This is a targeted job training program designed for those seeking new career opportunities in administrative office support positions. This program covers the majority of the required curriculum for the Administrative Assistant Certificate.

For information contact Beverly Forney, 503-594-3115 or beverlyf@clackamas.edu

Outcomes

Program Outcomes

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

- analyze and apply basic computer literacy skills, including typing by touch;
- effectively utilize business standard software applications (word processing, spreadsheets, database creation/organization, presentations, and email/calendars);
- identify and analyze the skills necessary for effective office operations;
- effectively apply basic business math skills within the full cycle bookkeeping process utilized within office and business operations;
- articulate, analyze, and apply basic English grammar within common business documents (letters, reports, memos) as well as in verbal communication and presentations common to business offices and organizations.

Requirements

Fall Term		Credits
BA-104	Business Math	3.00
BT-120	Personal Keyboarding	2.00
BT-121	Data Entry	1.00
BT-160	Word I	3.00
	Credits	**9**
Winter Term		
BA-111	General Accounting I	3.00
BT-124	Business Editing I	3.00
BT-216	Office Procedures	4.00
	Credits	**10**
Spring Term		
BA-270	Social Media Marketing	4.00
BT-122	Keyboarding Skillbuilding	2.00
BT-125	Business Editing II	3.00
BT-174	Microsoft Digital Tools for the Professional	2.00
	Credits	**11**
	Total Credits	**30**

Careers

Career opportunities include:

- administrative assistant
- office manager
- legal or medical office assistants