

Administrative Assistant

Affordable training in Accounting Services/Business Financial Management



Pre-requisites

Student must demonstrate a sufficient knowledge of the English language, reading, and math skills (Assessment test score level 10 reading and 10 math) to be able to understand textbooks, manuals, and related materials and Typing speed at least 35 nwpm.

Highlights

As the reliance on technology continues to expand, the role of the Administrative Assistant has greatly evolved perform fewer clerical tasks and taking on the roles of information and communication managers. They perform a variety of duties necessary to run an organization efficiently: plan and schedule meetings and appointments; organize and maintain paper and electronic files; manage projects; handle travel, and disseminate information.

They also may use desktop publishing software and digital graphics to create spreadsheets; compose correspondence; manage databases; and create presentations, reports, and documents.

Administrative Assistants may also negotiate with vendors, maintain leased equipment, purchase supplies, manage areas such as stockrooms or corporate libraries, and retrieve data from various sources.

Administrative Assistant 30 Weeks/900 Hours

- Introduction to Computers (ICOT)
- Business Communications
- Microsoft Word
- Ten Key/Filing
- Proofreading
- Microsoft Excel
- Transcription
- Customer Service
- Web Page Design
- Microsoft Office Publisher/PowerPoint





Visit our website at www.caj.edu and follow the "Class Schedule" link for additional information, pricing and schedules for this, and all of the programs offered at CAJ.



Name (Last, First): _____ Social Security #: _____
 Phone: _____ Start Date: _____ End Date: _____

SCORES: Math: _____ Reading: _____
 Date Registered: _____ Receipt #: _____ Amount: _____

The Administrative Program consists of two tracks of classes. Track 1 trains you in skills necessary for positions as receptionists, administrative assistants, typists, customer service representative, secretary, office technician, clerk, etc. Track 2 qualifies you for the previous positions but has one class that helps prepare you for work in a legal office doing entry level work for a lawyer.

These programs are designed for the person interested in dealing with the public and for those interested in working with words and language skills but a minimum use of numbers and math skills.

Block	AM (8:30 – 11:30)	PM (12:00 – 3:00)
Block 1	Introduction to Computers Microsoft Office 2007 Essentials ISBN: 9781591360278 Room 207 – Newman	Business Communications Basic English Review 9th Edition ISBN: 9780538730952 Room 206 – Cariveau
Block 2	Microsoft Applications Microsoft Word 2007 Comprehensive ISBN: 9781591361145 Room 207 – Newman	10-Key Calculators Printing & Display 4th Edition ISBN: 9780538439909 Alpha Indexing Rules ISBN: 9780538970808 Room 206 – Cariveau
Block 3	Proofreading Communication Skills for the Processing of Words ISBN: 9780538439541 Room 206-Cariveau	Microsoft Excel 2007 Comprehensive ISBN: 9781591361107 Room 213 - Calderon
Block 4	Transcription Machine Transcription & Dictation (no book) Room 206 – Cariveau	Customer Service Working Smart Third Edition ISBN: 9780538439183 Room 205 – Newman
Block 5	Web Page Design Web Page Design with XHTML/CSS ISBN: 9781591361299 Room 213 - Calderon	Microsoft PowerPoint 2007: Comprehensive ISBN: 9781591361220 Microsoft Publisher 2007: Essentials ISBN: 9781591361268 Room 213 - Calderon

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 (916) 433-2600
 Brant Choate, Director

Office Hours

Monday – Thursday: 8:00 a.m. – 12:00 p.m. / 1:00 p.m. - 4:00 p.m.
Friday: 8:00 AM - 12:00 p.m.