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# Office Assistant Certificate Program

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**Prerequisite**

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

**Instructors**

Chris Hague

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**School Phone**

805-497-2761

**Room Location**

Room 9

**Overview:** You've read the ads for Office Assistant jobs. Now get the skills!

**Class Resources and Recommended Books:**

Each student will receive a flash drive, useful handouts, online materials, and a subscription to our comprehensive video learning library,

**Bring These Items to Class Daily:**

ID Card, notepad, pen or pencil, highlighter, flash drive, and a list of your questions!

**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 may ask questions throughout the course.

## Class Topics

- Basic Computer Use for Business
  - File Management
  - Keyboarding
  - Outlook
  - Business Math Review
  - Business Letters, Memos, Flyers with Word
- Data Entry
  - Customer Service Exercises
  - Managing Data and Formulas with Excel
  - Professional Filing Procedures
  - Resume Exercises

**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.

**Attendance & Passing Scores:**

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