



LEARNING OUTCOMES

Certificate in Office Assistant
Program: Administrative Assistant

Upon completion of this certificate, students will be able to:

1. Proofread and edit business documents to ensure that they are free of errors and meet business mailability standards.
2. Demonstrate the ability to use word processing software in the creation, editing, and proper formatting of professional business documents.
3. Demonstrate the ability to use spreadsheet software to create and edit business spreadsheets and charts.
4. Demonstrate the ability to create and deliver professional business presentations using presentation graphics software.
5. Collect and organize documents highlighting individual job skills through the creation of a personal employment portfolio.