

ADMINISTRATIVE ASSISTANT CERTIFICATE OF ACHIEVEMENT

State Control Number: 10789

Program Code: BET.ADAS.CA

Program Length: 12 months

Approved for Federal Financial Aid: Yes

This curriculum is designed to prepare students for employment in business/industry/government for higher-level executives. Duties include office supervision, word processing, maintaining office records and accounts.

Code	Title	Units
Required Courses		
BET 100	Introduction to Computers	3.0
BET 101	Beginning Keyboarding/Typing	1.0
BET 104	Beginning Word Processing/Typing For½windows Abc	3.0
BET 107	Internet A/B/C	3.0
BET 112	Spreadsheet: Excel for Windows A/B/C	3.0
BET 136	Career Applications for Word Processing	3.0
BET 142	Office Technologies & Procedures	3.0
Complete two courses from the following:		6.0
BET 77	Speed and Accuracy Development	
BET 118	Microsoft Access	
BET 122	Intermediate Keyboard/Typing	
BET 131	Presentation Software: Powerpoint A/B/C	
BET 137	Desktop Publishing: Microsoft Publisher	
BET 143	Business English	
Total Units		25