

ADMINISTRATIVE ASSISTANT – CABOT Certificate of Achievement Program (AS)

- The student will acquire the necessary knowledge and skills of accounting and bookkeeping to be able to use journals and ledgers to prepare balance sheets and income statements and be able to translate accounting records into a basis for sound decision making in a variety of businesses.
- The student will be able to initiate and respond to correspondence effectively while using automated technology to perform communication tasks.
- The student will be able to identify the personal traits that lead to effective human relation skills in business and develop skills to work more effectively with customers and other employees.
- The student will become proficient in speech to be able to conduct various types of interviews both as an interviewer and as an interviewee.
- The student will be able to use a variety of office procedures to perform such tasks as sorting mail, answering telephones, and filing and processing documents while using the latest technology and computer applications.
- The student will be able to produce cohesive, grammatically correct sentences for business documents, and edit a variety of business documents.
- The student will be able to spell and pronounce words correctly.
- The student will be able to apply principles of alphabetic, numeric, geographic, and subject filing and be able to store, retrieve, retain, transfer, and dispose of records.
- The student will be able to acquire the knowledge necessary in the field of business math to be able to select the appropriate mathematical procedures to solve problems in business application areas.
- The student will be able to identify the standard elements on the Windows 7 desktop; to demonstrate basic mouse operations (pointing, clicking, double-clicking, dragging, and right-dragging); and to understand basic computer terminologies.
- The student will be able to type by touch at a minimum of thirty (30) words a minute and to create, edit, and format advanced features for any business document including forms, medical and legal forms, resumes, job applications, bibliographies, footnotes/endnotes, newsletters.
- The student will be able to create a Word document with or without a template; insert headers, footers, footnotes, and hyperlinks; edit and format characters, paragraphs, and sections of a document; save a document as a Word document and as a Web page; and manage files and folders.
- The student will be able to perform more advanced skills in Word, such as using mail merge, creating mailing labels, creating and editing columns, creating online forms and document templates, recording and executing macros, modifying styles, charts and graphics, and embedding and linking Word documents with objects created in other programs.
- The student will be able to create, edit, format, save, and print spreadsheets using formulas and statistical, date and time, financial and logical functions to solve business problems; apply and modify cell formats; produce and edit charts; and apply conditional formatting.
- The student will be able to setup and manage e-mail accounts and become proficient in using all the features of Outlook, create one-time/recurring appointments, meetings, and events; schedule, update, and cancel meetings; create and manage tasks and notes; create rules and categories.

- The student will become familiar with Global information systems and will be able to sign on to an account and use common utilities, including e-mail, Gopher, Web browsers, to search a variety of databases for information.

The assessment tools for this program may include any of the following options:

- Employer feedback during Internship/Externship experiences.
- Co-Ed outcomes.
- Capstone Course outcomes.
- Departmental exit interviews upon completion of the program.
- Student surveys/mailings from other relevant sources (i.e. Administration Office. Human Resources, Alumni, etc.).
- Results of entry-level employee tests (i.e. La County, LAUSD, etc.).