

# ADMINISTRATIVE ASSISTANT - LEVEL I (CERTIFICATE E0516)

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## Business Division

### Certificate E0516

The Level I Certificate prepares students for entry-level clerical positions where keyboarding and basic office skills are the primary functions.

## Required Courses

Course Prefix	Course Name	Units
CISB 10	Office Skills	3
CISB 15	Microcomputer Applications	3.5
CISB 31	Microsoft Word	3
Total Units		9.5

CIS Program Website (<http://www.mtsac.edu/cis/>)

## Program Learning Outcomes

*Upon successful completion of this program, a student will be able to:*

- Touch type effectively.
- Effectively use formulas and functions in worksheets.
- Use Microsoft Word to create professional looking reports.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.