

# OFFICE/ADMINISTRATIVE ASSISTANT

Alice Rodriguez, Instructor

## TRAINING STUDENTS FOR ENTRY LEVEL POSITIONS SUCH AS:

- Office Assistant
- Administrative Assistant
- Clerk-Typist
- Receptionist
- Account Clerk
- File Clerk
- Data Entry Clerk



## BENEFITS OF THIS CLASS:

- 30 high school credits earned per year
- Equivalency credits in English or math may be available
- Hands-on, self-paced learning
- Practical office assignments – (internships)
- Self-esteem and motivation
- Valuable clerical and basic skills
- College credits at Evergreen Valley College, West Valley College, and San Jose City College (with a B or better).

## IN THIS CLASS, STUDENTS LEARN:

- All Basic Office Skills: Keyboarding, filing, bookkeeping, 10-key calculator, working on standard office machines, and telephone etiquette and technique.
- Word Processing focusing on formatting letters, memos, tables, report writing, and desktop publishing, using Microsoft Word, Excel, PowerPoint and Outlook.
- English grammar, spelling and proofreading skills
- To work alone or in small groups
- Motivational and communication skills
- Employability skills such as creating a resume, applications, interviews and job search.
- Problem solving and critical thinking.
- Marketing and Management Strategies

## UPON SUCCESSFUL COMPLETION OF CLASS, STUDENTS RECEIVE:

- Certificate of completion
- Letter of Competency: valuable for you and shows employers what you actually learned and the degree of mastery you achieved.
- Microsoft Certification
- Computer literacy credit
- Recommendation from instructor

## JOB MARKET INFORMATION:

The outlook for the future is tremendous with Business Management and Administration and Information Technology amounting to approximately 3 million job openings through the year 2018. As a person with administrative skills, you are not limited to a particular field. You can work in a huge corporation or a small office. You can work in a plush office or on a construction site. With more experience and education, you can work as an Office Manager, Administrative Coordinator, Administrative Manager, Administrative Specialist, Business Manager, or Director of Operations.

*The potential is limitless as are the jobs!*

Starting salaries for entry-level office/administrative assistants range from \$10 to \$15 per hour. With more experience and education, national median wages are \$37.45 per hour. Communication skills, both written and verbal, are essential. The ability to work effectively in a team setting is as important as being able to work unsupervised. People skills and a professional attitude are a must, as is the ability to accomplish tasks in a timely manner.



## ABOUT THE INSTRUCTOR:

**Alice Rodriguez** holds a BS in Business Administration with a concentration in Finance. She also holds a California Teaching Credential in Business Education. She is currently working on writing a children's book. She is a member of the National Business Education Association.

Prior to teaching at CCOC, Mrs. Rodriguez worked for 20 years in the clerical field from Clerk Typist, Administrative Assistant, and Legal Assistant to 911 Dispatcher for the San Jose Police Department. She has also owned her own business for 20 years.

Mrs. Rodriguez enjoys helping motivate and build up the self-esteem of her students. Upon completion of her class, Mrs. Rodriguez's students are very successful in getting hired and keeping their jobs, and pursuing their educational or vocational aspirations.

# School-to-Career Pathway

