



Administrative Assistant Certificate

Class/Test	Session Taken	Instructor Sign-Off	Date Completed
Keyboarding (50 wpm)			
Ten-Key Machine Operation			
Computer Fundamentals/Windows			
Microsoft Outlook			
Microsoft Word			
Microsoft Excel			
Microsoft PowerPoint			
Microsoft Publisher			
Microsoft Access			
Administrative Procedures			
Consumer Relations			
Business Communications I			
Business Communications II			
Self Exploration for Personal Growth			
Math Essentials			
English Essentials			