



Mt. Diablo USD Adult Education
Career and Technical Education Center



ADMINISTRATIVE ASSISTANT

Popular Program – Register early for Spring 2024!



Certificate Program Description

Learn the essential computer and office skills required to work as an Administrative Assistant* or “Admin” in a variety of office settings. Become proficient using a computer for creating documents, spreadsheets, and presentations; sending emails; scheduling appointments and meetings; and filing electronically. Program includes weekly workshop topics, employment test preparation, and keyboarding speed and accuracy development.

Occupational Skills

Microsoft Office 2021

Windows 10

Word, Excel, and PowerPoint

Google Workspace

Docs, Sheets & Slides

Gmail

Calendar/Scheduling

Google Drive

Communication and Customer Service

Pre-employment Test Preparation

Career Readiness Skills

Keyboarding

...and much more

Program Information

Length:

7 months

Business office externship included

Hybrid format (on-site & online)

Cost:

\$2,364 including books and materials

Financial aid options:

Pell & WIOA grants

Interest-free payment plans

Prerequisites:

Attend CTEC Programs Information Session

High School Diploma or Equivalency

*Some common alternative titles are secretary, administrative associate, medical secretary, executive assistant, personal assistant, and office assistant.

Administrative Assistants earn an average of \$27 an hour (San Francisco Bay Area).

Source: Bureau of Labor Statistics 2021 Wage Data for San Francisco-Oakland-Hayward, CA (onetonline.org)

For more information, register online to attend a CTEC Programs Information Session at mdae.mdusd.org/register or email Andrea Murphy at murphya@mdusd.org.