

MT. DIABLO ADULT EDUCATION

A Division of the Mt. Diablo Unified School District

COMPETENCIES FOR ADMINISTRATIVE ASSISTANT TRAINING

Office/Computer Skills Learning Center Administrative Assistant Training

Business Documents (letters, memos, reports)
Basic Spreadsheets
Office Procedures Knowledge
Operate Office Machines
Keyboarding Speed of 65 net WPM
Ten-key calculator speed of 173 key strokes per minute
File Documents
E-mail and schedule with Outlook
Compose Correspondence
Order Supplies
Conduct research on the web

Computer Applications Software

Windows 7
Microsoft Word
Microsoft Excel
Microsoft Access
Microsoft PowerPoint
Microsoft Outlook
Microsoft Publisher

Office Internship

Successfully completed an internship of 200 hours:

General Office Duties

Data Entry
Filing Documents
Mailings
Reception/Phones

Create and Edit Business Documents

Excel
Publisher
Word

Use Variety of Office Machines

Copier
Fax machine
Postage meter

Competencies are assessed by individual and group projects, activities, and exit tests. Students must meet competencies with a minimum of 90% accuracy.