



Career Technical Education General Office/Administrative Assistant

+ **Keyboarding/Typing** \$40.00 Registration/Materials fee (cash only)

This course introduces the keyboard and document formatting. After completion, a student can produce business documents and operate the keyboard competently. This is a required course before word processing.

+ **Microsoft Word – Word Processing** \$40.00 Registration/Materials fee (cash only)

Create and modify documents (using keyboard and mouse), display on a screen, store electronically on disk or flash drive, and print. This business tool is suited for clerical, secretarial or administrative students. Requires previous keyboarding and basic document productions skills.

+ **Microsoft Excel – Spreadsheet** \$40.00 Registration/Materials fee (cash only)

A spreadsheet is a business math application with numbers arranged in rows and columns. Covers construction of simple financial models and graphs. This business tool is suited for financial, administrative or accounting students. Requires basic arithmetic skills and previous computer skills (usually word processing).

+ **Microsoft PowerPoint – Presentation** \$40.00 Registration/Materials fee (cash only)

A presentation is useful to give information via lecture or speech to an audience. This course is intended for students who want to learn to use PowerPoint to create presentations.

+ **Microsoft Access – Database** \$40.00 Registration/Materials fee (cash only)

A database is a collection of information organized so that the operator can select data and sort as needed – it's an electronic filing system.

+ **Microsoft Publisher – Desktop Publishing** \$40.00 Registration/Materials fee (cash only)

This type of application is used to create ads, flyers, newspaper or magazine articles on the computer, using graphics to enhance the documents. Keyboarding or document skills are recommended.

+ **Adobe Photoshop – Photo Editor** \$40.00 Registration/Materials fee (cash only)

A course that teaches how to manipulate digital photographs.

+ **Business Calculation** \$40.00 Registration/Materials fee (cash only)

After completion, a student can operate a calculator competently by touch (without looking at the keyboard) and complete basic recordkeeping activities. Requires basic arithmetic skills.

+ **Google Docs®** \$10.00 Registration/Materials fee (cash only)

Google Docs includes a word processor, spreadsheet application, presentation application, forms extension and drawings online. Google Docs is an online tool where you may share documents and simultaneously collaborate with others on the same document.

