

COMPUTER INFORMATION TECHNOLOGY DEPARTMENT

Administrative Assistant Certificate SLOs

The student will demonstrate competence with a standard computer keyboard by achieving a sustained typing speed of 60 words per minute under standardized testing environment and proficient use of a 10-key pad by touch.

Given a PC based database management system solution to an office records requirement and a copy of a report to be produced using the database, the student will demonstrate competence with the database management system by creating a report that will match the sample.

Given a complex word processing requirement, the student will demonstrate advanced skills with and in depth knowledge of a Word Processor by creating a document that meets the requirement.

11/01/07