

OFFICE SOFTWARE CERTIFICATE

Cara Rex, MACC, **Chair**
 Phone: (419) 995-8323
 Email: rex.c@RhodesState.edu
 Office: 239 Keese Hall

Executive Administrative Assistant Major
 Medical Administrative Assistant Major

The office software certificate provides students with the knowledge and skills needed for an entry level administrative assistant position.

The office software certificate curriculum focuses on a broad variety of technical skillsets including: keyboarding, document formatting and graphic design. This certificate also provides a strong foundation in Microsoft products including: Word, Excel, PowerPoint and Access.

Code	Title	Hours
AOT 1060	Keyboarding Accuracy and Speed	2
AOT 1070	Keyboarding/Document Formatting	4
AOT 1650	Word Processing Software	3
CPT 1580	Introduction to Graphic Design and Layout	3
AOT 2640	Spreadsheet Software and Applications	3
AOT 1500	Computer Presentation Software	3
AOT 2650	Database Software and Applications	3
Total Hours		21

See www.RhodesState.edu/GainfulEmployment for additional information on certificates.