WCC CONTINUING EDUCATION SERVICES (CES)
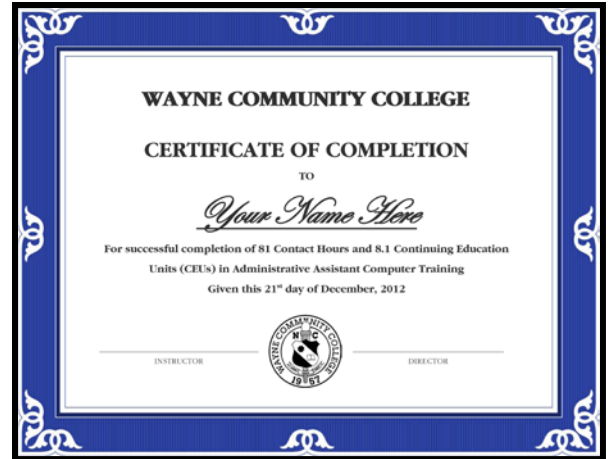# COMPUTER CERTIFICATE PROGRAMS

ADMINISTRATIVE ASSISTANT CERTIFICATE PROGRAM

PROGRAM DETAILS:

The Continuing Education Administrative Assistant Certificate Program will provide students with extensive training in a variety of basic computer/office skills. The training is provided in one course of approximately 80 hours in duration (may be broken into three-parts), and is designed to provide the student with the computer skills most in demand by today's employers. This course meets once or twice a week for three hours in each meeting and there is no Capstone course required.

You will learn the basics of computer maintenance (Firewalls, Spy ware, Ad ware, malicious code, MS Updates, hard drive clean-up & de-fragment, etc.), using email and attachments, word processing, spreadsheets, presentation programs, databases, (using programs such as **Microsoft Word, Power Point, Excel, Access**) and more. You will gain an understanding of how technology benefits any business operation, writing resumes, interviewing skills, and much more. Upon successful completion of the course, students will be are awarded a Certificate of Completion. We now also offer optional WIN Training to prepare you for the widely recognized North Carolina Career Readiness Certificate. Together with your Administrative Assistant Certificate you will be highly marketable to prospective employers!

We offer two versions of the program: One continuous class or broken into three parts for payment convenience—you must complete all three parts in order to receive the certificate. The three-part course provides exactly the same certificate upon completion of the three sections as the one-part continuous course.

Get your NC Career Readiness Certificate at the same time!

NOTE: It is highly recommended you complete an Introduction to Computers course prior to enrolling in this program. You will need to know many of the basic skills used on the computer.

The above certificate requirements are valid as of July 2011. WCC reserves the right to change requirements or upgrade versions of courses as it sees fit to meet local business expectations. For more information, go to the Cont Ed Computer Programs web page.

FOR CURRENT SCHEDULE OF CLASSES GO TO:
http://www.waynecc.edu/continuing-ed/index.php/computer-courses/

For more information, call 919-739-6933