



Business Administration Skills

Start Date: Please contact our front desk staff. (650) 330-6429

Location: 1200 O'Brien Drive, Menlo Park, CA 94025

Length Of Training: Cycled Course: 3 modules, 16 weeks (480 hours)

Module I	180 Hrs – 6 weeks	Administrative Applications
Module II	210 Hrs – 7 weeks	Microsoft Applications/MOS Preparation
Module III	90 Hrs – 3 weeks	QuickBooks

Days/Time: Monday through Friday – 8:30 a.m. to 3:15 p.m.

Entry and Class

Expectations: Must maintain a 95% attendance level. Must have basic math and verbal skills at an 8th grade level JobTrain Orientation and WONDERLIC assessment. Computer literacy must be completed before start date. Must have a desire to work in an office environment. Students must demonstrate the ability to concentrate and focus on daily tasks.

Instructional Outcomes: **Administrative Applications:** Keyboard to achieve speed and accuracy. Format business letters, memos, tables, manuscripts and reports. Use correct grammar, punctuation, capitalization, and proofreader's marks. Learn Ten-key functions by touch and advanced business forms. Office filing systems: Alphabetical, numerical, chronological, subject, accession log, and geographical. Learn proper reception techniques and communication skills. An Intro to MS Word, as CORE competencies are completed.

Microsoft Applications/MOS: Word processing, spreadsheet operations, database management and an intro to desktop publishing. Specific computer applications include: An intro to Microsoft Windows 2010 (Word, Excel, PowerPoint and Access). A comprehensive version of Microsoft Windows is also available. Also included are Microsoft Outlook and The Internet. Students can also prepare for the Microsoft Specialist test (*NOTE: The actual certification test is not available at JobTrain*).

QuickBooks: Not articulated for Cañada College credits.
Do payroll with QuickBooks, enter and pay bills, analyze financial data, track and pay sales tax, set up inventory, enter sales and invoices, work with lists, bank accounts, and other accounts, and receive payments, and make deposits, estimate and progress invoicing, customize forms, and writing QuickBooks letters

Life Skills and Job Readiness workshops are included in training. Basic Academic Skills for Employment classes are also available.

Completion Requirements: Are based upon enrollment expectations and completing instructional outcomes. Also, complete enough hours to meet Cañada College credits.

Certification Track: MOS (Microsoft Office Specialist Certification)

College Credit: Cañada College: CBOT 415, CBOT 417, CBOT 430, CBOT 431, CBOT 435, CBOT 472, CBOT 474, (up to 12 units)

Career Opportunities: Administrative/Executive Assistant, Receptionist, Customer Service Rep., Dispatcher, Accounting Clerk, General Office support, Clerk Typist, Data Entry Operator, File Clerk, and other related office occupations.

Mission Statement: JobTrain is committed to helping those who are most in need to succeed. Our purpose is to improve the lives of people in our community through assessment, attitude and job skills training, and high potential career placement.