



# OFFICE ADMINISTRATION

A STEDY Certificate Program



## PROGRAM DESCRIPTION

This program will offer the knowledge to enter the business field in an entry-level position such as filing clerk, receptionist, clerk typist, cashier, teller, hospital admitting clerk, transcribing among others.

## JOB OUTLOOK

Employment of secretaries and administrative assistants is projected to grow 2 percent from 2014—2024, about as fast as the average for all occupations. Many job openings will result from the need to replace workers who leave the occupation. Those with a combination of work experience and computer skills should have the best job prospects.

| Facilitator | Leader | Developer |



## CREDITS ISSUED BY HIGH SCHOOL

\* Elective credits - please speak with your high school CTE counselor.

## STUDENT REQUIREMENTS

- \* History of good attendance
- \* Minimum GPA of 2.0
- \* Strong interest in career pathway
- \* Excellent study skills and the ability to work independently
- \* Transportation is the responsibility of the student



## COST REQUIREMENTS

Upon Acceptance into Program -

- \* AWC Tuition and books paid for by STEDY
- \* \$25.00 STEDY registration fee (program supplies) paid by student
- \* Student responsible for certification fees and any licensure fees

## PROGRAM REQUIREMENTS

- JTED district resident
- Current Freshman and Sophomore Students may apply
- Copy of birth certificate
- Copy of unofficial transcript
- Proof of immunization
- State issued ID or driver's license

\*Accuplacer reading test

\*The Accuplacer reading test is available at no charge through: Arizona Western College please call 928-344-7641 for testing times. Arizona Western College 2020 South Avenue 8E Yuma, AZ 85365

### **For more information:**

[www.yumajted.org](http://www.yumajted.org)

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