



OFFICE ADMINISTRATION

A STEDY Certificate Program



| Facilitator | Leader | Developer |

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.



CREDITS ISSUED BY HIGH SCHOOL

- * High school credits are awarded each semester.
- * Dual enrollment 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, Sophomore and Juniors 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

STEDY Office #928 366-5884

JSumner@stedy01.org