



# ADULT EDUCATION CURRICULUM MAP

## Knox Technical Center Certified Administrative Assistant

Course Sequence		Total Theory Hours	Total Laboratory Hours	Total Course Hours
Course #	Course Name			
CAA-DIG	Computer – Digital Literacy <ul style="list-style-type: none"> <li>• Computer Fundamentals</li> <li>• Windows               <ul style="list-style-type: none"> <li>❖ OPAC Windows</li> </ul> </li> <li>• Internet</li> <li>• Google Applications</li> </ul>	4	20	<b>24</b>
CAA-BSE	Business Skills Exercises <ul style="list-style-type: none"> <li>• Communication Skills</li> <li>• Math Skills</li> <li>• General Business Skills</li> <li>• Records Management</li> <li>• Referencing Skills</li> </ul>	10	8	<b>18</b>
CAA-MSA	Microsoft Applications <ul style="list-style-type: none"> <li>• PowerPoint</li> <li>• Microsoft Word</li> <li>• Excel</li> <li>• Exam Review &amp; Certification               <ul style="list-style-type: none"> <li>❖ OPAC PowerPoint</li> <li>❖ MOS Word</li> <li>❖ OPAC Excel</li> </ul> </li> </ul>		10 80 80 13	<b>183</b>
Total		14	211	<b>225</b>

Calendar: August 1, 2020 – January 28, 2021

Weeks in Session: 22

Hours in session = 225 hours/4 hours per session

⇒ Tuesday, Wednesday, and Thursday

⇒ 5:00 pm to 9:00 pm

Certifications:

- ❖ OPAC Windows
- ❖ OPAC PowerPoint
- ❖ OPAC Excel
- ❖ MOS Word