



# 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>• Internet</li> <li>• Google Applications</li> <li>• MOS Outlook</li> <li>• Exam Preparation</li> </ul> | 8                  | 27                     | 35                 |
| CAA-WPP         | Microsoft Applications <ul style="list-style-type: none"> <li>• Microsoft Power Point</li> <li>• Microsoft Word</li> <li>• Exam Preparation</li> </ul>  | 10                 | 90                     | 100                |
| CAA-EXL         | Microsoft Applications <ul style="list-style-type: none"> <li>• Microsoft Excel</li> <li>• Exam Preparation</li> </ul>  | 10                 | 80                     | 90                 |
| <b>Total</b>    |   | <b>28</b>          | <b>197</b>             | <b>225</b>         |

Calendar: September 1, 2022 – February 1, 2023

Weeks in Session: 20

Hours in session = 225 hours/4 hours per session

⇒ Tuesday, Wednesday, and Thursday

⇒ 5:00 pm to 9:00 pm

Certifications:

- ❖ MOS Outlook
- ❖ MOS PowerPoint
- ❖ MOS Word
- ❖ MOS Excel