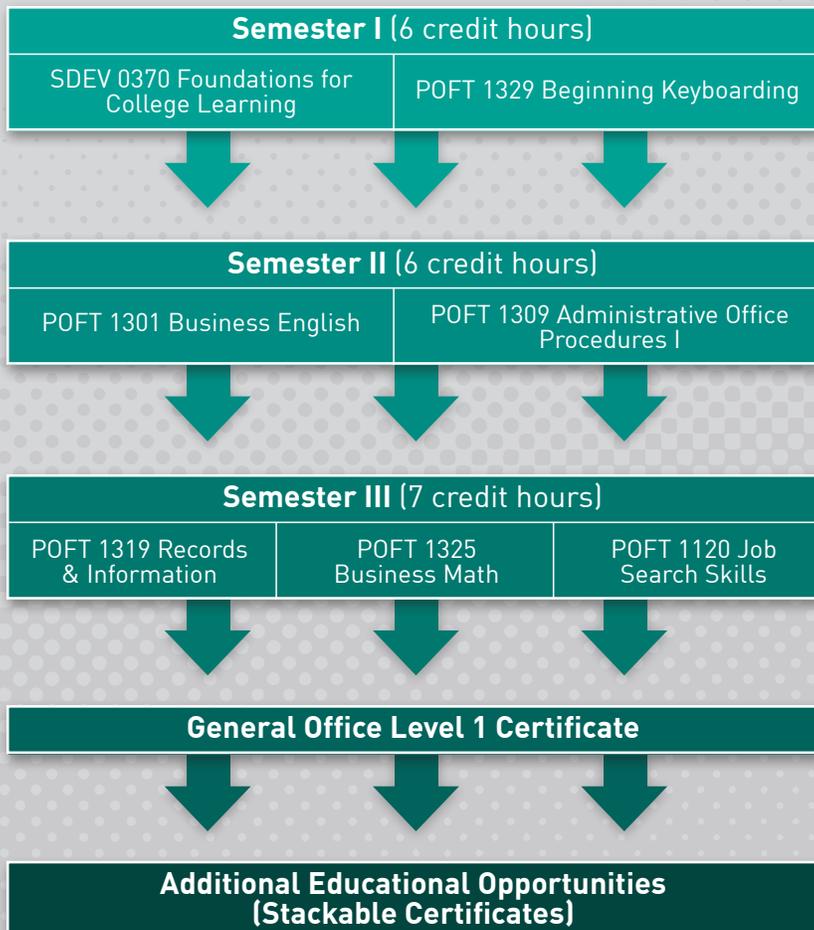# PALO ALTO COLLEGE
PROJECT ACCESS

Project Access is a unique program offered to individuals with documented intellectual disabilities. It is designed to support the student to access postsecondary education developing skills for gainful employment. Curriculum completion is dependent on the student's ability to complete the courses in a semester.

GENERAL OFFICE
Level 1 Certificate - 3 Semesters

Semester I (6 credit hours)

SDEV 0370 Foundations for College Learning	POFT 1329 Beginning Keyboarding

Semester II (6 credit hours)

POFT 1301 Business English	POFT 1309 Administrative Office Procedures I

Semester III (7 credit hours)

POFT 1319 Records & Information	POFT 1325 Business Math	POFT 1120 Job Search Skills

General Office Level 1 Certificate

Additional Educational Opportunities (Stackable Certificates)

The General Office Certificate is the first level of training for working in the Administrative Support field and can lead to an Associate of Applied Science in Administrative Assistant. The program prepares the students to gain comprehensive skills and assume responsibilities in the workplace. Students will have advanced training with computer technology to prepare for the constantly changing and increasingly automated business environment.

Graduates may enter the workforce or continue their education to earn additional certificates. After some work experience, individuals may also seek additional training and professional credentials to increase their advancement opportunities.

This is a cohort-based program with a limited number of seats available per semester. Criteria for applicants includes:

1) Must have documented intellectual disability
2) Must have a high school diploma or GED
3) A minimum 4-6th grade reading level
4) Be verbal

For further questions, contact
Cindy Morgan
Sr. Coordinator for Disability Support Services
at 210- 486-3020

ALAMO COLLEGES DISTRICT
Palo Alto College