

ADMINISTRATIVE OFFICE ASSISTANT PROGRAM Certificate

This certificate provides highly specialized educational training to students seeking employment in organizations that need effective office and administrative support. The certificate can be achieved in a short period of time to allow students an opportunity to enter the workforce or further their educational goals while employed. To receive credit for the course, students must earn a "C" or better in all coursework.

1st Semester				
AOAP	110	Records Management		3
AOAP	118	Administrative Office I		3
AOAP	123	Keyboarding		3
AOAP	210	Word Processing		3
COSC	125	Business Microcomputer Applications		3
			Total	15
2nd Semester				
ACCT	201	Fundamentals of Accounting I OR		4
ACCT	175	Fundamentals of Accounting 1A AND		(3)
ACCT	176	Fundamentals of Accounting 1B		(3)
AOAP	115	Practical Business Math Procedures		3
AOAP	117	Business Communication		3
AOAP	130	Human and Customer Relations		3
AOAP	219	Administrative Office II		3
			Total	16-18
Total Credits				31-33

ALTERNATIVE TEACHER LICENSURE PROGRAM ELEMENTARY, SECONDARY AND SPECIAL EDUCATION Certificate Program

This is an intensive alternative program designed for adults who are highly motivated to become teachers. To be eligible for the program, applicants must meet New Mexico Public Education Department and San Juan College criteria for admittance: Bachelor's degree with minimum of 30 semester credits applicable to the licensure area sought, or master's degree with minimum of 12 graduate credits in applicable licensure area, or doctorate degree in applicable area.

Preliminary Acceptance into the Program:

1. Complete application packet submitted
2. Transcript review meets requirements for prior academic degree content
3. In-person interview with program staff
4. Signed candidate agreement

Full Acceptance into the Program:

1. Completion of EDUC 240: The Teaching Profession Orientation Course
2. Passage of the New Mexico Teacher Assessment Basic Skills Test Section

Participants who complete all courses and program requirements receive a certificate of completion to accompany their application to the State Public Education Department to obtain an Alternative License for K-8 elementary or 7-12 secondary or K-12 special education. Courses from other education programs may substitute for courses in this program. Courses from this program may not be accepted by other colleges. Enrollment is limited, and priority for admittance is given to individuals who need certification for teaching positions in which they are currently employed or who are planning to teach in high need areas.

Program of Study for Elementary Alternative Licensure:

Three semesters, 19 credits that include competencies for entry level elementary teachers, 6 credits of reading courses and a field-based component of a minimum of 105 hours of supervised classroom teaching.

Program of Study for Secondary Alternative Licensure

Three semesters, 16 credits which include competencies for entry level secondary teachers, a 3 credits reading course and a field-based component of a minimum of 105 hours of supervised classroom teaching.

Continued on next page