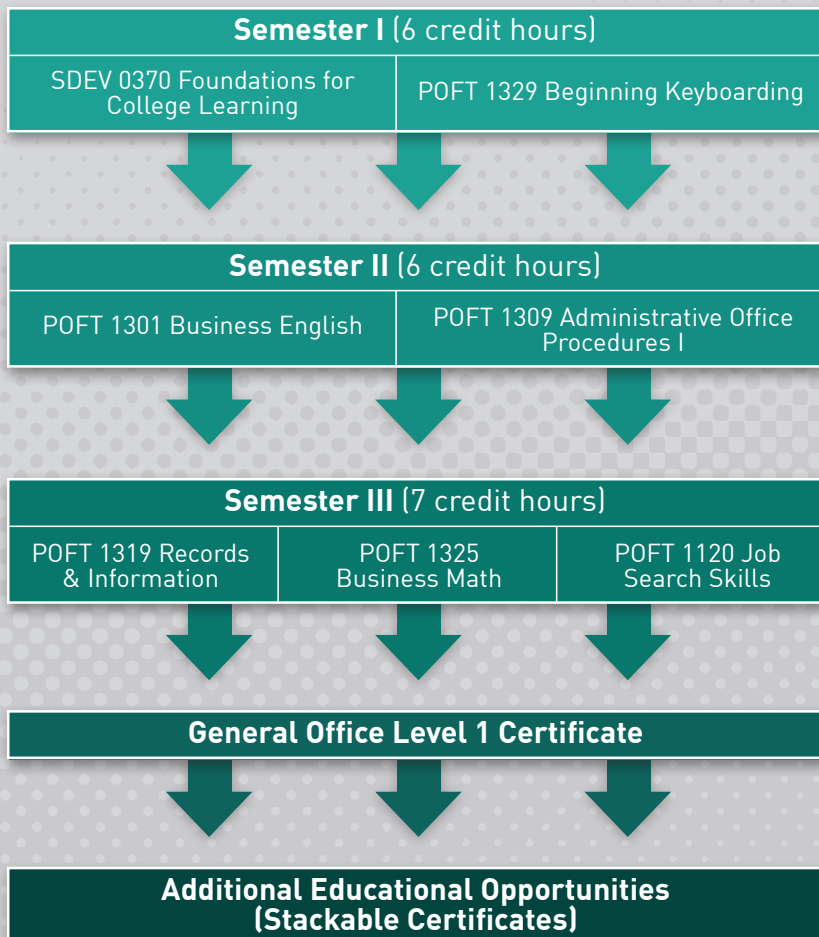





PALO ALTO COLLEGE PROJECT ACCESS

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



The General Office Certificate is the first level of training for working in the Administrative Support field and can lead to two stackable certificates, Data Entry Technician and Bill & Account Collector. 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 and independent learner

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



ALAMO COLLEGES DISTRICT
Palo Alto College