

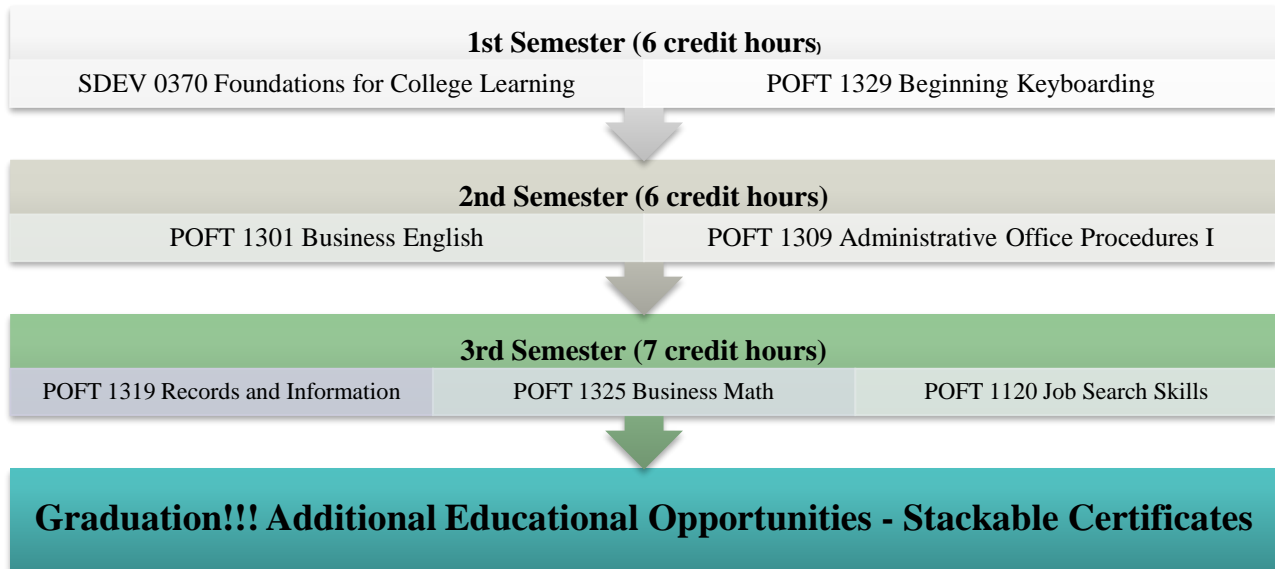


**PALO ALTO COLLEGE
PROJECT ACCESS**

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 an Associate of Applied Science degree 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 may continue their education. 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: 1) have documented intellectual disability, 2) high school diploma or GED, 3) 4-6th grade reading level, and 4) be verbal. All applications will be reviewed, ranked, and the selected number of qualified applicants will be accepted into the program.

Recruiting for Fall 2019 will begin in April 2019. An Open House event is scheduled for April 9, 2019, 6:00-7:30 pm in the Ozuna Legacy Room 101. Please RSVP to Cindy Morgan at 210-486-3027.

For further questions, call (210) 486-3020 and ask for Cindy Morgan, Sr. Coordinator of Disability Support Services.