

CA Administrative Assistant

This Certificate and Degree prepares the person to perform high-level administrative support tasks such as compiling correspondence, preparing statistical reports, scheduling appointments, assisting clients in person and over the phone, arranging conference calls, taking and disseminating minutes of meetings, handling information requests, organizing and maintaining paper and electronic files. These positions require the employee to interact effectively with coworkers and handle several tasks at once. This person may train and supervise lower-level clerical personnel.

Career Opportunities

This program is for individuals who seek employment in mid to high level administrative assistant positions working in general business offices, law firms, and insurance companies as an administrative assistant, executive secretary, information clerk, or related position.

Program Learning Outcomes

Students completing this program will be able to:

1. Develop the computer skills and confidence to obtain employment.
2. Develop the ability and knowledge to plan, design, create, edit, integrate, and manage business documents using current technology.
3. Utilize current supporting technology to increase workplace effectiveness.

Major: Core and Selective Requirements

Complete Core Courses, 17 units

Units

BUS. 101	Human Relations in the Workplace	3 units
BUS. 401	Business Communications	3 units
CBOT 435	Spreadsheets	3 units
CBOT 457	Using PowerPoint in Business	2 units
CBOT 472	Beginning Word Processing	1.5 units
CBOT 474	Intermediate Word Processing	1.5 units
CBOT 475	Using Outlook	1.5 units
CBOT 476	Adobe Acrobat	1.5 units

Selective Courses, choose a minimum of 10 units from the following courses:

Units

ACTG 100	Accounting Procedures	3 units
ACTG 200	QuickBooks	3 units
BUS. 100	Introduction to Business	3 units

BUS. 201	Business Law	3 units
CBOT 470	Advanced Spreadsheets	1.5 units
MATH 120	Intermediate Algebra	5 units

