

DEGREES & CERTIFICATES

ADMINISTRATIVE ASSISTANT CERTIFICATE OF ACHIEVEMENT (CA)

About the Program

The Administrative Assistant Certificate of Achievement provides students with professional office skills and technologies to meet the requirements of a constantly changing office environment. Emphasis is placed on computer applications skills, professional communications, accounting skills, as well as an understanding for the human relations and ethics that are important to success in a today's workplaces. This program offers students the opportunity for direct job entry or for upgrading skills for advancement.

Program Goals and Objectives

The goal of the Administrative Assistant Certificate is to provide students with the skills they need to effectively work in a constantly changing office environment. Competencies include integrated computer applications, accounting, professional communications, human relations, and business ethics.

Career Opportunities

Career opportunities include, but are not limited to: administrative assistant, administrative technician, administrative associate, office manager, office clerk, receptionist, office professional, customer service representative, and office coordinator.

Program Outcomes

- Upon completion of the Certificate of Achievement in Administrative Assistant, students are able to demonstrate the ability to successfully use basic English language skills (grammar, punctuation, capitalization, etc.) in business documents.
- Upon completion of the Certification of Achievement in Administrative Assistant, students will be able to create business-related documents using the basic, intermediate, and advanced functions of software programs such as Word, Excel, and PowerPoint.

Learning and Career Pathway Maps

[View LPC Program Map](#)

Required Core: (22 Units)

BUSN 40 Introduction to Business.....	3
BUSN 48 Human Relations in Organizations.....	3
BUSN 51 Accounting for Small Businesses.....	3
CIS 50 Introduction to Computing Information Technology.....	3
CIS 54 Excel: Introduction to Spreadsheets.....	4
CIS 74 Office Procedures.....	3
CIS 88A Introduction to Microsoft Word.....	1.5
CIS 88B Adv Microsoft Word.....	1.5

List A: Select One (3 Units)

CIS 43 Professional Communications.....	3
CNT 43 Professional Communications.....	3
CS 43 Professional Communications.....	3

List B: Select from Below (4 Units)

BUSN 30 Business Ethics and Society.....	3
CIS 55 Integrating Office Applications.....	4
CIS 72A Data Management.....	1
CIS 72B Basic Office Integration.....	1
CIS 73A Ten-Key Skill Development.....	1
CIS 75 Office Technology/Communications.....	1
CIS 89A Desktop Presentation.....	1

Keyboarding Competency.....