

# ADMINISTRATIVE ASSISTANT

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## Certificate of Achievement

The Administrative Assistant program provides advanced-level training for persons presently employed or seeking employment in administrative support or clerical positions. Administrative Assistants work with executives, taking over many of their routine tasks. These tasks may include clerical duties, including typing, training others to follow procedures, administering contracts, screening and interviewing job applicants, orienting new employees, planning training programs, representing the department at meetings, or maintaining and procuring office supplies. Administrative Assistants may also supervise staff.

**Important:** To obtain the Certificate of Achievement in Administrative Assistant, students must complete the following requirements with a minimum grade point average (GPA) of 2.0:

- The Administrative Assistant certificate requirements below.
- All major courses must be completed with a C or better.

### Requirements for the Certificate

Complete the following: ----- 29 units

- BA 0920-Practical Accounting (3)
- BA 0950- Beg Word Proc/Keyboard (3)
- BA 0951-Electronic Office (3)
- BA 0959- Business and Practical Math (3)
- BA 1006- Introduction to Business (3)
- BA 1550- Intermediate Word Proc/Keyboard (3)
- BA 2949-Work Experience (2)
- CSCI 1001- Introduction to Computer Science (3)
- CSCI 1024-Beginning Spreadsheets (3)
- ENGL 0900-Introduction to College Reading and Writing (3)

Complete **one** of the following: ----- 2-3 units

- BA 0961-Strong Individual/Strong Communities (2)
- BA 1015- Human Relations in Business (3)

**Total Units** ----- **31-32**