



# ADMINISTRATIVE ASSISTANT

## ADMINISTRATIVE ASSISTANT *(See Business)*

**Certificate of Achievement**

Proficiency Award

**18.50 Units**

16 Units

Ventura College's comprehensive Administrative Assistant Program is offered in an accelerated format providing the students with the opportunity to develop effective communication skills, computer skills, and specialized skills that lead to success working in a variety of office settings.

JOB TITLES	AVERAGE SALARY	PROJECTED JOBS	PROJECTED GROWTH
<p><b>Administrative Assistant</b></p> <p>Administrative assistants provide high-level administrative support by conducting research, preparing statistical reports, handling information requests and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings. May also train and supervise lower-level clerical staff.</p>	<b>\$23.70/hr./\$49,290</b>	<b>105,200</b>	<b>+2/-2%</b>
<p><b>Office Clerk</b></p> <p>Office clerks perform duties too varied and diverse to be classified in any specific occupation. Office clerks require knowledge of office systems and procedures. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering phones, bookkeeping, typing or word processing, stenography, office machine operation and filing.</p>	<b>\$13.49/hr.-\$28,050</b>	<b>810,900</b>	<b>+3-7%</b>

