**Certificate of Achievement**

**ADMINISTRATIVE ASSISTANT**

**REQUIRED COURSES Units**

**BUS V21 Administrative Assistant 16.0**

**BUS V07A Business Calculations 2.5**

 **18.5**

Recommended courses: In addition to the required courses listed above, it is recommended that students who seek to obtain additional insight into the field of study consider taking one or more of the following courses: BUS V44, V45. Although these supplemental courses may be of value to the student, please note that they do NOT satisfy the requirements for this certificate.

The Administrative Assistant Program assists students in developing the skills needed for a career as an Administrative Assistant or any other of a wide variety of office positions in a very broad arena of businesses of all types. This comprehensive program is offered in an accelerated format and provides the opportunity for students to develop effective communication skills, computer skills, and specialized skills that lead to success working in a variety of office settings. Jobs in this field include administrative assistant, front office assistant, receptionist, front office specialists in a number of categories (sales, production, inventory, production control, purchasing, manufacturing, etc.) and may lead to advancement to various office supervisorial positions.