

## A VALUABLE COMMITMENT

Students entering the Administrative Assitant program can expect to learn cutting edge computer skills specializing in current office software, as well as current internet practices and programs, general office skills and inter-personal communication practices.



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# VENTURA COLLEGE

## ADMINISTRATIVE ASSISTANT



*Developing New Strategies in Business*

## SET YOUR COURSE



### ADMINISTRATIVE ASSITANT PROGRAM AT VENTURA COLLEGE

Learn to be an outstanding communicator and develop interpersonal skills in the Ventura College Administrative Assitant program.

Earn a Certificate of Achievement while learning the value of being a team player and how to develop strategies allowing you to master organizational skills, along with the value and technique of managing your time effectively.

*High achievement always takes place in  
the framework of high expectation.*

*~ Charles Kettering*

## WHAT CAN I LEARN?

With BUS V21 Administrative Assistant program you will learn computer, internet, office and job preparation, along with additional skills needed in the current marketplace.

## COMPUTER & INTERNET

- Windows 7
- Computer basics
- Manage the hard drive of your computer
- Create files and folders to stay organized
- Microsoft Word 2010
- Word skills through a learn-by-doing approach
- Create letters, graphics, memos and more
- Microsoft Excel 2010
- Create budgets, illustrate data in charts, spreadsheets
- Microsoft PowerPoint 2010
- Learn to structure and design presentations
- Manage the Power of the Internet
- E-mail
- Compose professional electronic correspondence
- Share information and files
- Protect e-mail from viruses
- Internet etiquette
- Strategies to manage e-mail
- Legal/ethical issues of e-mail in the workplace
- Research
- Effectively use search engines
- Locate individuals and businesses
- E-Commerce practices
- Use the Internet to plan itineraries
- Make the Internet work for you as a job search tool



## OFFICE SKILLS

- Business Communications
- Develop vocabulary, proofreading
- Professional Telephone Etiquette
- Record Management
- Master electronic and paper filing
- Develop Speed and Accuracy in Keyboarding
- Master the 10-Key Calculator

## BUILD PERSONAL STRENGTHS

- Be an outstanding communicator
- Develop interpersonal skills
- Learn the value of being a team player
- Strategies to develop organizational skills and manage time effectively

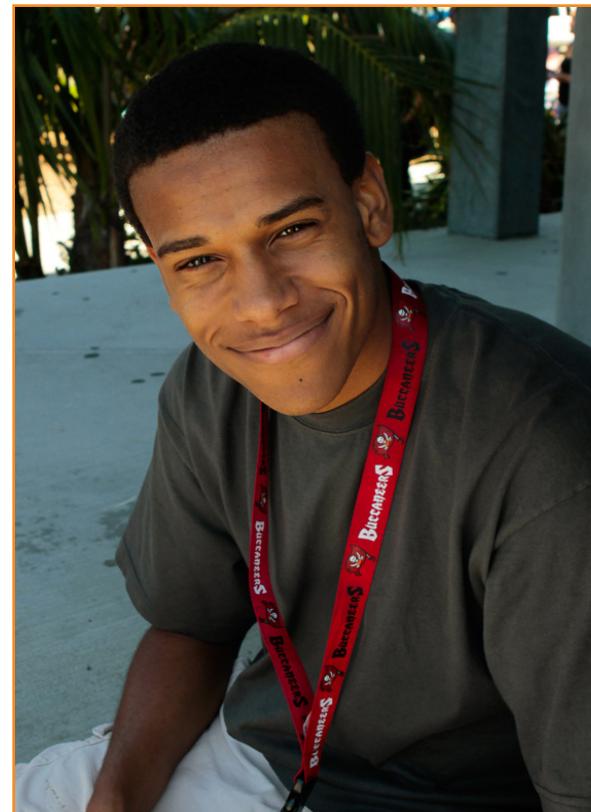
## CERTIFICATE OF ACHIEVEMENT

### 18.5 Semester Units

- Business Calculation (2.5 credits)
- Administrative Assisting (16 credits)

## LEARN REWARDING JOB PREPARATION TECHNIQUES

- Prepare a winning resume, cover letter and reference sheet
- Be a star in an interview! Develop skills and learn tips to land the job!
- What to wear? Proper business attire for work.
- OK. Now that you have the job... how to find success and advancement in the workplace



## PROFESSIONAL BUSINESS SKILLS

### BUS V94: 4 units

- Learn attributes of an effective receptionist
- Listening and communication skills
- Filing, telephone and basic computer skills
- Time management and conflict resolution
- Resumes and interview techniques