

**ONE YEAR TO CAREER**

# ADMINISTRATIVE OFFICE ASSISTANT

**FIND YOUR PATH.**



## PROGRAM DESCRIPTION

The Administrative Office Assistant Program is designed to prepare students for entry-level office and administrative support in a variety of job positions, including general office clerks, administrative assistants, retail salespersons, customer service representatives, receptionists, and information clerks. Students are trained in entry-level office skills including a solid foundation in Microsoft Office, as well as workplace communication, critical thinking, problem solving, and interpersonal skills to provide greater efficiency in the workplace.

## APPLY NOW:

[www.venturacollege.edu/apply-and-enroll/apply-for-admission](http://www.venturacollege.edu/apply-and-enroll/apply-for-admission)

## REGISTER FOR COURSES:

[www.venturacollege.edu/apply-and-enroll/registration](http://www.venturacollege.edu/apply-and-enroll/registration)



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## REQUIRED COURSES FOR CERTIFICATE OF ACHIEVEMENT IN ADMINISTRATIVE OFFICE ASSISTANT

(Recommended Schedule)

*Students who successfully complete this program may continue their education by taking additional courses that lead to a Certificate of Achievement or an Associate Degree in Business Management or Supervision.*

### REQUIRED COURSES:

SEMESTER 1 (Fall)		UNITS
BUS V64	Computer Fundamentals & Productivity Tools	2
BUS V61	Microsoft Word	3
BUS V44	Business English	3
OR		
BUS 45	Business Communication	3
SEMESTER 2 (Spring)		UNITS
BUS V32	Human Resource Management	3
BUS V62	Microsoft Excel	3
BUS V94	Office Skills for Employment	4
		TOTAL 18

**Note:** Some courses may also be available in the summer sessions.

Award Title	Type	GE Units	Major Units
Administrative Office Assistant	A.S.	42	18
Administrative Office Assistant	C		18
*At least 60 degree-applicable units are required to earn A.S. Degree			

## WORK-BASED EXPERIENCES

Ventura College offers students the opportunity to apply their skills while still in college, gain on-the-job experience, and "try out" a career before graduation through internships or work-based learning experiences.

### **Courses are \$46 per unit.**

Ventura College participates in an array of federal and state financial aid programs including the Ventura College (VC) Promise, grants, loans and work-study. Contact the Financial Aid Office at (805) 289-6369 or [vcfinancialaid@vcccd.edu](mailto:vcfinancialaid@vcccd.edu).

The Ventura College Foundation provides additional scholarships and textbook lending support. Contact the Ventura College Foundation at (805) 289-6461 or [vcfoundation@vcccd.edu](mailto:vcfoundation@vcccd.edu) / [vcgiving.org](http://vcgiving.org) for more information.