

# 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)



Faculty Lead: Crystal Kallik  
(805) 289-6594  
ckallik@vcccd.edu

[www.venturacollege.edu/administrative-assistant](http://www.venturacollege.edu/administrative-assistant)



# 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 OR	Business English	3
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.*

## 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.**

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

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.