

ADMINISTRATIVE ASSISTANT - LEVEL II (CERTIFICATE N0463)

Business Division

Certificate N0463

The Level II Certificate prepares students for clerical positions where, in addition to general office skills, written communication and advanced word processing skills are needed.

Required Courses

Course Prefix	Course Name	Units
Completion of the Administrative Assistant - Level I coursework		9.5
PLUS		
Completion of the Administrative Assistant - Level II coursework		9
Total Units		18.5

Course Prefix	Course Name	Units
Administrative Assistant - Level I Coursework		
CISB 10	Office Skills	3
CISB 15	Microcomputer Applications	3.5
CISB 31	Microsoft Word	3
Total Units		9.5

Course Prefix	Course Name	Units
Administrative Assistant - Level II Coursework		
BUSO 25	Business Communications	3
CISB 21	Microsoft Excel	3
CISB 51	Microsoft PowerPoint	3
Total Units		9

CIS Program Website (<http://www.mtsac.edu/cis/>)

Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Touch type effectively.
- Effectively use formulas and functions in worksheets.
- Use Microsoft Word to create professional looking reports.
- Be proficient in the use of a word processing software application.
- Demonstrate the ability to keyboard at the rate of at least 40 words per minute on a 5-minute timed writing with 5 errors or less.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.