

ADMINISTRATIVE ASSISTANT - LEVEL 1

Certificate of Completion

#38111

The Level 1 Certificate prepares students for entry-level clerical positions where keyboarding and basic office skills are the primary functions.

Program Learning Outcomes

- Students will be prepared to enter into entry level administrative assistant and general office jobs.
- Students will be employed or seeking employment in the field for a related field.
- Students will demonstrate job readiness skills.

Review Student Learning Outcomes (SLOs) (<https://www.mtsac.edu/slo/>) for this program.

Required Courses

Course Prefix	Course Name	Units
VOC CSB10	Office Skills	
VOC CSB15	Microcomputer Applications	
VOC CSB31	Microsoft Word	