

ADMINISTRATIVE ASSISTANT - LEVEL 2

Certificate of Completion

#24066

The Level 2 Certificate prepares students for clerical positions where, in addition to general office skills, written communication and advanced word processing skills are needed.

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
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Completion of the Administrative Assistant - Level 1 coursework as follows:

VOC CSB10	Office Skills	
VOC CSB15	Microcomputer Applications	
VOC CSB31	Microsoft Word	

PLUS the level 2 coursework as follows:

VOC B025	Business Communications	
VOC CSB21	Microsoft Excel	
VOC CSB51	Microsoft PowerPoint	