

# ADMINISTRATIVE ASSISTANT - LEVEL III (CERTIFICATE N0464)

- Demonstrate ability to effectively produce a variety of professional-looking business publications (at least five) i.e. newsletter, flyer, brochure, letterhead, business card, event program, etc.

Review Student Learning Outcomes (SLOs) for this program.

## Business Division

### Certificate N0464

The Level III Certificate prepares students for administrative assistant positions where a variety of 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
	PLUS	
	Completion of the Administrative Assistant - Level III coursework	7-8.5
<b>Total Units</b>		<b>25.5-27</b>

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

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

Course Prefix	Course Name	Units
<b>Administrative Assistant - Level III Coursework</b>		
BUSO 26	Oral Communications for Business	3
CISB 16	Macintosh Applications	2
	Choose one course or any lecture-lab combination from the following:	2-3.5
CISD 11 & 11L	Database Management - Microsoft Access and Database Management - Microsoft Access Laboratory	
CISN 21	Windows Operating System	
CISS 11	Practical Computer Security	
CISW 15	Web Site Development	
<b>Total Units</b>		<b>7-8.5</b>

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

## Program Level Outcomes

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

- Touch type effectively.
- Effectively use formulas and functions in worksheets.
- Use Microsoft Word to create professional looking reports.
- Design and create visual presentations utilizing desktop presentation software (i.e. Power Point).