ADMINISTRATIVE ASSISTANT - LEVEL III (CERTIFICATE N0464)

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 1 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
Total Units		**25.5-27**

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**

Course Prefix	Course Name	Units
Administrative Assistant - Level III Coursework		
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	
Total Units		**7-8.5**

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).
- 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) (http://www.mtsac.edu/instruction/outcomes/sloinfo.html) for this program.