

# ADMINISTRATIVE ASSISTANT

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This program is intended to prepare students for employment following graduation as administrative assistants, executive assistants, office managers, or other clerical and support staff. Training in a variety of computer and clerical skills is emphasized. Students desiring a bachelor's degree (transfer program) should consult with a counselor or advisor to discuss transferability of courses.

**Select options in left navigation for information about individual programs.**

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