

Administrative Assistant



This three course sequence is designed to prepare students to work as an Administrative Assistant.

1. OFFICE PROCEDURES:

Emphasis is placed on the proper use of office tools and equipment including electronic calculating machines and copiers, telephone etiquette, email and mail processing, data and records management.

90 Hours

2. BUSINESS ENGLISH:

Emphasis is placed on the rules of English grammar, spelling, and punctuation, and the applications of those rules in business writing and reporting. 90 Hours

3. BUSINESS MATH:

Emphasis is placed on the addition, subtraction, multiplication, and division of whole numbers, decimals, fractions, and mixed numbers as well as the applications of the mathematical rules in the computation of word and money problems. 90 Hours

The competencies in these courses are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

U.S. Department of Labor Job Outlook:

Employment of secretaries and administrative assistants is projected to grow 12 percent from 2012 to 2022. Those with a combination of work experience and computer skills should have the best job prospects.



Los Angeles Unified School District / Division of Adult and Career Education. All educational and vocational opportunities are available without regard to race, color, national origin, sex or disability. A lack of English language skills will not be a barrier to admission and participation in educational and vocational programs. Classes failing to meet the minimum class size will be closed according to Division policy

Administrative Assistant /1, 2, 3

CLASSTIMES:

Venice Skills Center

MTWThF

10:45 am-12:45 pm

Emerson Campus

MTWTh

9:00 am-11:30 am

Venice HS Campus

MTWTh

6:15 pm-9:00 pm

COURSE FEE:

\$90 each course

Free for High School Students

LOCATIONS:

Venice Skills Center

611 5th Avenue, Venice, CA 90291

Emerson Campus

8810 Emerson Ave
Los Angeles, CA 90045
(310) 258-2021

Venice HS Campus

13000 Venice Blvd,
Los Angeles, CA 90066
(310) 577-4230



VENICE SKILLS CENTER

611 5th Ave, Venice, CA 90291

310-664-5888

VeniceSkills.org

