Title: ADMINISTRATIVE ASSISTANT AND SECRETARIAL SCIENCE, GENERAL
Code: 52.0401
Career Cluster: Business, Management & Administration

<table>
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<tr>
<th>Certification Required</th>
<th>Certification Method</th>
<th>Occupational Competency Area</th>
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<tr>
<td>Business, Computer &amp; Information Technology 1603</td>
<td>Instructional (degree program)</td>
<td>N/A</td>
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Description: The administrative assistant/secretarial science program is designed to prepare students to perform the duties of administrative assistants and/or secretaries and related occupations. Students compose, key, format and process documents (correspondence, reports, tabulations and forms); compile, proofread, edit and correct documents; operate dictation/transcription equipment and computers; use word processing, spreadsheet, database, desktop publishing, presentation and communication software; receive, distribute and sort incoming mail; prepare outgoing mail; perform basic mathematical functions; operate office equipment; perform records management duties; communicate with others in person, in writing and by telephone; and perform receptionist duties. Students also receive instruction in business ethics, principles of business law, office procedures, public relations and accounting. Students are provided experiences and instruction needed to satisfy initial employment requirements for administrative assistants and secretaries.

Those completing the program may be employed as administrative assistants or specialists; corresponding, legal, medical, educational and technical secretaries; or in related areas such as general office clerk, clerk-typist, word processors, information clerks and records management clerks.

Notes: ** Professionals are limited in what they are allowed to teach within this program. Instructors can only teach in the area they are currently certified to teach.

The following certificates are no longer issued but remain valid for teaching in this program:
- Business Education 1600
- Office Technologies 1658
- Secretarial 1655
- Accounting 1610
- Data Processing 1625
- Office Practice 1690
- Shorthand 1650
- Typewriting 1660