



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

Certification Required	Certification Method	Occupational Competency Area	Occupational Competency Evaluation
Business, Computer & Information Technology 1603	Instructional (degree program)	N/A	N/A

Description: A program that generally prepares individuals to perform the duties of administrative assistants and/or secretaries and stenographers. Includes instruction in business communications, principles of business law, word processing and data entry, office machines operation and maintenance, office procedures, public relations, secretarial accounting, filing systems and records management, and report preparation.

Notes: The following certificates 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