

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: 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