

# Administrative Assistant Certificate



## CATALOG 2021-22

GE Pattern: none  
 Total Units: 32 Units  
 Program Code: [ADMINAST.CERT](#)

### Potential Career Options

(click the link)

### STUDENT SUCCESS TEAM SUPPORT

#### School Dean

Patricia Ellerson  
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#### RAMPath Counselor

Pamela James  
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#### Faculty Advisor

Brian Quarles

#### EXPLANATION OF CATEGORIES

<b>Req</b>	Required Core	A course that is required for this degree
<b>GE</b>	General Education	A course that fulfills a specific general education requirement for this degree, which can be replaced with another course that meets the same requirement
<b>RE</b>	Restricted Elective	A course selected from a list of elective courses specified for this degree in the course list in the catalog, which can be replaced with another course from the same list
<b>Elec</b>	Elective	A degree-applicable course that is part of a degree roadmap to ensure that there is a total of at least 60 units, which is a requirement for an associate degree

### Year 1, Semester 1

**Total: 14.0**

Category	Course	Title	GE Area	Unit
Req	BADM 106	Accounting Software Applications Part A		2.0
Req	BET 100	Introduction to Computers		3.0
Req	BET 107	Internet A/B/C		3.0
Req	BET 142	Office Technologies & Procedures		3.0
RE	BET 133	Microsoft Office		3.0

### Year 1, Winter

**Total: 3.0**

Category	Course	Title	GE Area	Unit
Req	BET 104	Beginning Word Processing/Typing for Windows ABC		3.0

### Year 1, Semester 2

**Total: 12.0**

Category	Course	Title	GE Area	Unit
Req	BET 74	Office Machine Calculations		3.0
Req	BET 136	Career Applications for Word Processing		3.0
Req	BET 141	Os: Windows A/B/C		3.0
RE	BET 77	Speed and Accuracy Development		3.0

### Year 2, Summer

**Total: 3.0**

Category	Course	Title	GE Area	Unit
Req	BET 112	Spreadsheet: Excel for Windows A/B/C		3.0