

# ADMINISTRATIVE ASSISTANT

## CAREER OUTLOOK

Career opportunities for trained administrative assistants, both entry-level and advanced are available in a wide range of industries both large and small: Accounting, Law, Medical, Technical, Education, Government and more. Job classifications include Data-Entry, MS Word processor, Office file manager, Receptionist, Secretary, Database manager, and more. Opportunities should be best for applicants with extensive knowledge of software applications.



## PROGRAM OBJECTIVE

Merging technology and advanced English language skills, this unique program enables any second language learner to continue their acquisition of English proficiency in speaking, listening, reading and writing, while gaining an intensive orientation to all areas of office procedures including Introduction to the Internet, Advanced Microsoft Office Suite, Technical and Business Writing, Oral Fluency and Development, phone answering skills, Business Communication using e-mail software for scheduling and e-mail management, advanced vocational English listening and speaking skills, as well as linguistic subtleties and conventions.

## OPPORTUNITIES

Secretaries and administrative assistants are employed in organizations of every type. Around 9 out of 10 secretaries and administrative assistants are employed in service providing industries, ranging from education and health care to government and retail trade. Most of the rest work for firms engaged in manufacturing or construction.

## TWO LOCATIONS:

**Main Campus** - 6435 Wilshire Blvd., Los Angeles, CA 90048

Phone 1-323-966-5444 — Fax 1-323-966-5455

**Branch Campus** - 14519 Sylvan St., Van Nuys, CA 91411

Phone 1-818-382-6000 — Fax 1-818-788-3997

### Program Outline

Computer Literacy  
Word Processing  
Business Presentations  
Data Processing  
Spreadsheets  
Business Math  
Business Communications  
E-mail, Electronic Scheduling  
American Government or  
Cultural Studies  
Employment Prep

### Accreditation

Los Angeles ORT College is nationally accredited by the Accrediting Council for Continuing Education and Training (ACCET).

LAORT is also  
VA recommended and  
WIA approved.



### Entrance Requirements

No High School Diploma Required

Pass Entrance Exam

Complete all Required Paperwork

Programs also available to non-immigrant students

### Financial Aid

Los Angeles ORT College has been approved by the United States Department of Education and the State of California for financial aid programs. These programs and other scholarships are available to all students who qualify.