

## Business, Management, and Administration Career Cluster

### Administrative Assistant

|                  | Secondary | PSAV       |
|------------------|-----------|------------|
| Program Number:  | 8212500   | B070330    |
| Standard Length: | 7 credits | 1050 hours |
| Basic Skills:    |           |            |

This program is designed to prepare students for employment as an Information Technology Assistant, Front Desk Specialist, Assistant Digital Production Designer, and Administrative Assistant.

This program offers a broad foundation of knowledge and skills expanding the traditional role of the Administrative Assistant. The content includes the use of technology to develop communications skills, higher level thinking skills, and decision making skills; the performance of office procedures tasks; the production of quality work in an efficient manner using advanced features of business software applications; research of job opportunities; and the production of high quality employment portfolios and job-seeking documents.

The program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the office support services industry: planning; management; finance; technical and production skills; underlying principles of technology; labor issues; community issues; and health, safety, and environmental issues.

The following table illustrates the PSAV program structure:

| OCP | Course Number | Course Title                          | Course Length |
|-----|---------------|---------------------------------------|---------------|
| A   | OTA0040       | BTE Core *                            | 150           |
| B   | OTA0041       | Front Desk Specialist                 | 300           |
| C   | OTA0030       | Assistant Digital Production Designer | 150           |
| D   | OTA0043       | Administrative Assistant              | 450           |

Listed below are the courses that comprise this program when offered at the secondary level:

| OCP | Course Number | Course Title                       | Course Length |
|-----|---------------|------------------------------------|---------------|
| A   | See Below     | BTE Core *                         | 1 credit      |
| B   | 8212110       | Administrative Office Technology 1 | 1 credit      |
|     | 8212120       | Business Software Applications 1   | 1 credit      |
| C   | 8209510       | Digital Design 1                   | 1 credit      |
| D   | 8212410       | Administrative Office Technology 2 | 1 credit      |
|     | 8212420       | Administrative Office Technology 3 | 1 credit      |
|     | 8212160       | Business Software Applications 2   | 1 credit      |

In accordance with Rule 6A-10.040 (FAC), the minimum basic skills grade levels required for postsecondary adult vocational students is: Mathematics 10.0, Language 10.0, Reading 10.0. These grade level numbers correspond to a grade equivalent score obtained on the Test of Adult Basic Education.