The U.S. Bureau of Labor Statistics ranks Administrative Assistants as a growing occupation with a projected employment growth of more than 12% between 2012 and 2022.

**WHY ATC?**

With more than 30 years of experience, ATC has earned a solid reputation for high quality academic programs developed to fulfill the needs of the local community for the best job placement and career opportunities.

We are accredited through the Accrediting Council for Continuing Education and Training (ACCET) and approved by the Bureau for Private Postsecondary Education for the State of California (BPPE).

ATC offers financial aid to those who qualify.

Get trained as a Professional Administrative Assistant at A-Technical College (ATC) and you may become the administrative center of an office in a variety of industries from schools to hospitals. Becoming a Professional Administrative Assistant is perfect for those who love organization and keep a company on track. Administrative Assistants perform routine clerical and organizational tasks. They organize files, draft messages, schedule appointments, and support other staff. Attending ATC is a great way to prepare for a growing professional. ATC fully prepares our students to enter the job market with a program involving extensive computer and office training.

**Professional Administrative Assistant Program Objective**

The ATC Professional Administrative student will learn different levels of administrative and office support expertise. The training in this program is diverse. Students will get an overview of office procedures as well as specialize in a particular area such as record keeping, bookkeeping, accounting, Microsoft office and tax preparation, thus, they are easily placed at an administrative support position with a strong and well-rounded set of skills.

**Professional Administrative Assistant Diploma Program**

720 clock hours - 19 semester credit units
5 hours per day - Monday through Friday

**Courses Include:**

+ Computer Training
+ Microsoft Office
+ Accounting
+ Bookkeeping
+ Tax Preparation
+ Office Procedures