

East Los Angeles Skills Center



Division of Adult and Career Education

LAUSD

www.eastlaskillscenter.org

East LA Skills Center
3921 Selig Place
Los Angeles, CA 90033
(323)224-5970

Empowering Students

ADMINISTRATIVE ASSISTANT



- **Salary Range:**
\$26,430 - \$43,670
- **10 Year Outlook:**
2% (23,450 jobs)
- **Career Titles:**
Administrative Assistant,
Administrative Clerk,
Administrative Secretary,
Administrative Specialist,
Administrative Support Assistant

What Administrative Assistants Do:

- Use computers for various applications, such as database management or word processing.
- Perform payroll functions, such as maintaining timekeeping information and processing and submitting payroll.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Collect and deposit money into accounts, disburse funds from cash accounts to pay bills or invoices, keep records of collections and disbursements, and ensure accounts are balanced.
- Create, maintain, and enter information into databases.

Monday - Friday
10:30 am – 12:30 pm

Course Fees

Admin Assistant 1: \$90*
Admin Assistant 2: \$90*
Admin Assistant 3: \$90*

*See reverse for program cost estimate.

All educational and vocational opportunities are offered without regard to race, color, national origin, sex or handicap. A lack of English language skills will not be a barrier to admission and participation in educational and vocational programs.

ADMINISTRATIVE ASSISTANT

Program Cost Estimate:

Administrative Assistant 1 Registration	\$90
Student ID	\$10
Textbook	\$100
Class Materials	\$20
Approximate Total Cost for CO 1 Course	<u>\$220</u>
Total Due at Registration	<u>\$110</u>
Administrative Assistant 2 Registration	\$90
Total Due at Registration	<u>\$90</u>
Administrative Assistant 3 Registration	\$90
Total Due at Registration	<u>\$90</u>
Approximate Total Cost for CO Program	<u>\$400</u>

NOTE: The costs, requirements and class schedules are subject to change without prior notice.