OFFICE INTENSIVE TRAINING - BILINGUAL

School of Business
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General Description

The Administrative Office Assistant - Bilingual Intensive Training Program at Southwestern College prepare students to work in general business or legal offices.

Administrative Office Assistant - Bilingual Intensive Training

Bilingual (English/Spanish) office personnel are in demand in San Diego County. Students are trained to work in a bilingual office setting in an entry-level position. Students learn office procedures, telephone techniques, reception skills, document processing, keyboarding skills, and word processing using the Microsoft Word and other applications that are part of the Microsoft Office Suite—PowerPoint, Excel, and Access. The program also includes a work experience component.

Career Options

Below is a sample of the career options available for the office assistant—bilingual major. Some of these options require completion of a certificate. Positions with higher levels of responsibility may require an associate or bachelor's degree: receptionist, office assistant, bookkeeper, clerk typist, word processor, secretary, legal office clerk, legal secretary, legal assistant, education secretary, administrative assistant, executive assistant, virtual office assistant, interpreter/translator, bilingual, and office supervisor. Many entry level positions are available in business, industry, education, and government for students with solid technical, organizational, and communication skills.

Degree/Certificate Options	Major Code
Certificate of Achievement	
Administrative Office Assistant-Bilingual (English/Spanish) Intensive Training (https://catalog.swccd.edu/associate-degree-certificate-programs/office-intensive-training-bilingual-payroll-clerk/administrative-office-assistant-bilingual-english-spanish-intensive-training-certificate/)	A2045

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goals.