

START HERE. GO ANYWHERE.



SOUTHERN CAREERS INSTITUTE
**ADMINISTRATIVE
ASSISTANT**

Call Now 1.833.SCI.TEXAS or Scan the QR Code to Learn More



LEARN IT.

Our Administrative Assistant students have the opportunity to train on:

- Various computer applications
- Professionalism in written and oral communication
- Creating documents such as letters, memoranda, and reports
- Maintaining databases
- Analyzing and evaluating information

Administrative Assistant graduates may find entry-level employment as:

- Word Processors
- Administrative Assistants
- Executive Assistants
- Secretarial Staff
- Clerical Staff
- Customer Service Representatives

Length of program*

27
WEEKS

OR

39
WEEKS

DAY
CLASSES

EVENING
CLASSES

*With successful full-time enrollment.

Train to earn the following **14 Skill Badges** conveying proficiency in your field:



Accounting
Principles



Business
Communication



Microsoft
Word



Microsoft
Excel



Microsoft
Outlook



Microsoft
Office



Customer
Service



Professionalism



Words Per Minute



Words Per Minute



Communication



Problem-Solving



Scheduling and
Planning



Executive
Support



- ACC101 Accounting Foundations**
Introduction to the accounting profession & principles
- BUS101 Business Communication**
Oral & written communication in a business environment
- CIS101 Word Processing**
Basic techniques of electronic word processing & software applications
- CIS102 Spreadsheets**
Basic techniques of electronic spreadsheets & software applications
- CIS103 Application Presentation & Sharing**
Basic techniques of electronic presentation & communication with software applications
- CIS104 Integrated Applications**
Explore functionality of software application & how they are integrated into business practices
- CSV103 Customer Service**
Practice customer service skills in a business setting with problem-solving & critical thinking
- JOB103 Career Readiness**
Integrate learned skills into job search techniques & professional development

Included National Certifications*
Taken through a third party provider



**Exam fee included in tuition and will be paid if taken within three months of program completion.*

- KEY101 Keyboarding**
Introduction to proper touch typing skills
- KEY102 Keyboarding II**
Improving accuracy & typing speed
- MAC103 Communication**
Study communication skills in a single or group setting while utilizing informal writing techniques
- OFF101 Office Procedures I**
Practice office procedures using the functionality of business machines in resolving business problems
- OFF102 Office Procedures II**
Explore filing, time management, scheduling, planning & operation of office machines
- OFF103 Executive Assisting**
Focus on application software, internet resources & professional customer service skills
- JOB142 Administrative Assistant Externship**
Apply learned skills in a real-world work environment during this 90-hour externship

Additional National Certifications**
Taken through a third party provider



***Additional Exam fees not included in tuition.*

SPEAK WITH AN ADMISSIONS ADVISOR TODAY! 1.833.SCI.TEXAS or visit SCItexas.edu

Austin Main Campus
1701 W. Ben White Blvd., Ste. 100
Austin, TX 78704

Brownsville Branch Campus
935 North Expressway
Brownsville, TX 78520

Corpus Christi Branch Campus
2422 Airline Rd.
Corpus Christi, TX 78414

Harlingen Branch Campus
1122 Morgan Blvd.
Harlingen, TX 78550

Pharr Branch Campus
1500 North Jackson Rd.
Pharr, TX 78577

San Antonio-North Branch Campus
6963 NW Loop 410
San Antonio, TX 78238

San Antonio-South Branch Campus
238 Southwest Military Dr. Ste. 101
San Antonio, TX 78221

Waco Branch Campus
3700 S IH 35, Ste. A
Waco, TX 76706