

**IMPERIAL VALLEY COLLEGE DISTRICT  
REVIEW OF CAREER EDUCATION TRAINING PROGRAMS  
2019**

**BUSINESS ADMINISTRATIVE ASSISTANT**

**I. Program Description**

The Business Administrative Assistant program provides students with education and training needed to qualify for jobs that require a higher level of education and work experience in an office setting. These types of jobs require good communication and technology skills, and it helps to be someone who works independently, is organized, and take initiative. These individuals provide administrative support to an individual or an office. Job duties may include directing and coordinating administrative services.

A. Degree  
Associate in Science, Business Administrative Assistant

B. Certificate  
Certificated of Achievement, Business Administrative Assistant

**II. Career Opportunities**

Administrative Services Managers	Social and Community Service Managers
Chief Executives	Transportation, Storage, and Distribution Managers
Construction Managers	Executive Secretaries and Administrative Assistants
Cost Estimators	Secretaries, Except Legal, Medical, and Executive
General and Operations Managers	
Management Analysts	
Managers, All Other	
Sales Managers	

**III. Labor Market Demand**

The Business Administrative Assistant program at Imperial Valley College meets a documented labor market demand. Employment trends for this field are derived from a variety of sources. These are listed below:

A. Employment Trends (Employment Development Department):

Occupation	TOP Code	SOC Code	Average Job Openings per Year
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	0514.40	436014	31*

\*Center of Excellence Imperial County Regional Labor Market Assessment 2016

**IV. Other Regional Programs**

There are no other similar training programs in Imperial Valley.

**V. Employment (Perkins Core Indicator)**

<b>Job Placement</b>
<b>2016-2017</b>
N/A

**VI. Completions/Success**

	Degrees		Certificates	
	2017-2018	2018-2019	2017-2018	2018-2019
Business Administrative Assistant	1	1	0	0

**VII. Program Evaluation** (to be completed by EWD office)

The Business Administrative Assistant program was updated last year to align with business accreditation standards, which will create additional student interest. Given the large job demand in the industry, the program is recommended to sustain and be re-evaluated in two years.