

Business Office Technology: Administrative Assistant

ASSOCIATE OF SCIENCE DEGREE

Term Effective: Fall 2005

Administrative Assistant prepares students for positions of responsibility in business, industry, government, and the professions. This major offers training for students desiring to qualify for administrative positions. This training involves a solid grounding in secretarial, word processing, and time management skills, as well as communication and interpersonal skills.

Required Courses - Major:		Units
Business 108	Accounting with Quickbooks	3
Bus Off. Tech. 110	Business Calculators	1
Business 136	Introduction to Management	3
Bus Off. Tech. 55	Machine Transcription	2
Bus. Off. Tech. 100	Beginning Typing/Keyboarding; or Bus. Off. Tech. 101Intermediate Typing/Keyboarding; or Bus. Off. Tech. 102Advanced Typing/Keyboarding	3
Bus Off. Tech. 111	Business Calculator Simulations	1
Bus Off. Tech. 120	Word Processing I on a Microcomputer	1.5
Bus Off. Tech. 121	Word Processing II on a Microcomputer	1.5
Bus Off. Tech. 140	Office Procedures	3
Bus Off. Tech. 144	Records & Database Management	2
Bus Off. Tech. 170	Written Communication for Business	3
Bus Off. Tech. 196	Cooperative Work Experience Education	1
Comp. Sci. 164	Electronic Spreadsheets	3
Comp. Sci. 201	Intro. to Windows Applications	3
Plus 8 additional units selected from the following:		8
Business 134	Human Relations in Business	3
Bus Off. Tech. 50	Medical Terminology	3
Bus Off. Tech. 57	Medical Office Procedures	3
Bus Off. Tech. 65	Desktop Publishing	3
Bus Off. Tech. 75	Business Presentations	1.5
Bus Off. Tech. 90.1	Legal Office Procedures	1
Bus Off. Tech. 90.2	History of Law	.5
Bus Off. Tech. 90.3	Landlord/Tenants Rights & Responsibilities	.5
Bus Off. Tech. 90.4	Basic Wills	1
Bus Off. Tech. 91.1	Constitutional Rights & Responsibilities	.5
Bus Off. Tech. 91.2	Juvenile Rights & Responsibilities	1
Bus Off. Tech. 91.3	California Civil Complaints	1
Bus Off. Tech. 91.4	California Civil Discovery	1
Bus Off. Tech. 122	Business Office Simulation	1
Comp. Sci. 130	Web Page Design & Development	3
Comp. Sci. 166	Database Software	3
Total Major units		39
Total Degree units		60

Addendum to Business Office Technology: Administrative Assistant

ASSOCIATE OF SCIENCE DEGREE

Term Effective: Spring 2007

Addendum changes the title of BOT 65 and BOT 75, moves BOT 75 from the restricted elective section to the required course section, and decreases the additional units from 8 to 6.5 units.

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Required Courses - Major:		Units
Business 108	Accounting with Quickbooks	3
Business 136	Introduction to Management	3
Bus Off. Tech. 55	Machine Transcription	2
Bus Off. Tech. 75	PowerPoint for Presentations	1.5
Bus. Off. Tech. 100	Beginning Typing/Keyboarding; or Bus. Off. Tech. 101Intermediate Typing/Keyboarding; or Bus. Off. Tech. 102Advanced Typing/Keyboarding	3
Bus Off. Tech. 110	Business Calculators	1
Bus Off. Tech. 111	Business Calculator Simulations	1
Bus Off. Tech. 120	Word Processing I on a Microcomputer	1.5
Bus Off. Tech. 121	Word Processing II on a Microcomputer	1.5
Bus Off. Tech. 140	Office Procedures	3
Bus Off. Tech. 144	Records & Database Management	2
Bus Off. Tech. 170	Written Communication for Business	3
Bus Off. Tech. 196	Cooperative Work Experience Education	1
Comp. Sci. 164	Electronic Spreadsheets	3
Comp. Sci. 201	Intro. to Windows Applications	3
Plus 6.5 additional units selected from the following:		6.5
Business 134	Human Relations in Business	3
Bus Off. Tech. 50	Medical Terminology	3
Bus Off. Tech. 57	Medical Office Procedures	3
Bus Off. Tech. 65	InDesign for Desktop Publishing	3
Bus Off. Tech. 90.1	Legal Office Procedures	1
Bus Off. Tech. 90.2	History of Law	.5
Bus Off. Tech. 90.3	Landlord/Tenants Rights & Responsibilities	.5
Bus Off. Tech. 90.4	Basic Wills	1
Bus Off. Tech. 91.1	Constitutional Rights & Responsibilities	.5
Bus Off. Tech. 91.2	Juvenile Rights & Responsibilities	1
Bus Off. Tech. 91.3	California Civil Complaints	1
Bus Off. Tech. 91.4	California Civil Discovery	1
Bus Off. Tech. 122	Business Office Simulation	1
Comp. Sci. 130	Web Page Design & Development	3
Comp. Sci. 166	Database Software	3
Total Major units		39
Total Degree units		60

Addendum to Business Office Technology: Administrative Assistant

ASSOCIATE OF SCIENCE DEGREE

Term Effective: Fall 2007

Addendum adds BOT 70 to the required course section, and increases the total major units from 39 to 42 units.

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Required Courses - Major:	Units
Business 108 Accounting with Quickbooks	3
Business 136 Introduction to Management	3
Bus. Off. Tech 70 Business English	3
Bus Off. Tech. 55 Machine Transcription	2
Bus Off. Tech. 75 PowerPoint for Presentations	1.5
Bus. Off. Tech. 100 Beginning Typing/Keyboarding; or Bus. Off. Tech. 101 Intermediate Typing/Keyboarding; or Bus. Off. Tech. 102 Advanced Typing/Keyboarding	3
Bus Off. Tech. 110 Business Calculators	1
Bus Off. Tech. 111 Business Calculator Simulations	1
Bus Off. Tech. 120 Word Processing I on a Microcomputer	1.5
Bus Off. Tech. 121 Word Processing II on a Microcomputer	1.5
Bus Off. Tech. 140 Office Procedures	3
Bus Off. Tech. 144 Records & Database Management	2
Bus Off. Tech. 170 Written Communication for Business	3
Bus Off. Tech. 196 Cooperative Work Experience Education	1
Comp. Sci. 164 Electronic Spreadsheets	3
Comp. Sci. 201 Intro. to Windows Applications	3
Plus 6.5 additional units selected from the following:	6.5
Business 134 Human Relations in Business	3
Bus Off. Tech. 50 Medical Terminology	3
Bus Off. Tech. 57 Medical Office Procedures	3
Bus Off. Tech. 65 InDesign for Desktop Publishing	3
Bus Off. Tech. 90.1 Legal Office Procedures	1
Bus Off. Tech. 90.2 History of Law	.5
Bus Off. Tech. 90.3 Landlord/Tenants Rights & Responsibilities	.5
Bus Off. Tech. 90.4 Basic Wills	1
Bus Off. Tech. 91.1 Constitutional Rights & Responsibilities	.5
Bus Off. Tech. 91.2 Juvenile Rights & Responsibilities	1
Bus Off. Tech. 91.3 California Civil Complaints	1
Bus Off. Tech. 91.4 California Civil Discovery	1
Bus Off. Tech. 122 Business Office Simulation	1
Comp. Sci. 130 Web Page Design & Development	3
Comp. Sci. 166 Database Software	3
Total Major units	42
Total Degree units	60