



CURRICULUM GUIDE 2006-2007

ADMINISTRATIVE ASSISTANT

AA Degree and Certificate of Achievement Program

This curriculum is designed to prepare students for employment in business, industry, or government. Graduates often begin as an administrative assistant and later advance to executive secretary and administrative assistant. Placement is dependent upon job availability as well as the successful completion of general entrance examinations.

Requirements for AA Degree:

- a) Complete Major Field and Supporting Courses with a 2.0 grade point average.
- b) Complete Plan A, B, or C General Education requirements. These are specified in the Ohlone College catalog.
- c) Complete at least 60 degree-applicable units with a 2.0 grade point average.
- d) Complete at least 12 units at Ohlone College.

Requirements for Certificate of Achievement:

- a) Complete Major Field courses as indicated below.
- b) Complete at least six units at Ohlone College.
- c) Maintain a 2.0 grade point average in Major Field courses.

MAJOR FIELD

| | | |
|-----------|------------------------------------|----------|
| BA-106 | Applied Accounting | 3 |
| BA-116 | Business English and Communication | 4 |
| BA-125 | Introduction to Business | 3 |
| BA-141A | Business Law | 3 |
| CAOT-104 | Basic Keyboarding | 1 |
| CAOT-194A | MS Office Advanced | 2 |
| CS-101L | Computer Applications | <u>2</u> |
| | | 18 |

SUPPORTING COURSES

| | | |
|----------------------|-------------------------------------|----------|
| BA-123 | Math for Accounting and Business | 3 |
| BA/PSY-139 | Psychology in the Workplace | 3 |
| CAOT-153 | Introduction to Internet | 1 |
| CAOT-156 | Microsoft Publisher | .5 |
| CAOT-188 | Desktop Publishing with QuarkXpress | 2 |
| SPCH-101 | Introduction to Public Speaking | 3 |
| Major Field Elective | | <u>3</u> |
| | | 15.5 |

Recommended Major Field Electives: BSM-101, BSM-102, BSM-103, BSM-106, BSM-108, CS-101, ENGL-156.