



## **CURRICULUM GUIDE 2007-2008**

### **ADMINISTRATIVE ASSISTANT WITH SUPERVISORY FOCUS**

#### **AA Degree and Certificate of Achievement Program**

This curriculum is designed to prepare students for employment in business, industry, or government. The graduate often begins as an administrative assistant and later advances to executive secretary with certain managerial functions. 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 and Supporting 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
BSM-101	Fundamentals of Supervision	3
BSM-103	Management of Human Resources	3
CAOT-104	Basic Keyboarding	1
CAOT-194A	MS Office Advanced	2
CS-101L	Computer Applications	<u>2</u>
		24

**SUPPORTING COURSES**

BA-123	Math for Accounting and Business	3
BA/PSY-139	Psychology in the Workplace	3
SPCH-101	Introduction to Public Speaking	3
Major Field Elective		<u>3-4</u>
		12-13

Recommended Major Field Electives: BSM-102, BSM-106, BSM-108, CS-101, ENGL-101A or ENGL-151B, ENGL-156.