



CURRICULUM GUIDE 2009-2010

ADMINISTRATIVE ASSISTANT

AA Degree and Certificate of Achievement

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 grade of C or better.
- b) Complete Plan A, B, or C General Education requirements. These requirements 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	2
		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.