



## CURRICULUM GUIDE 2019-2020

### ADMINISTRATIVE ASSISTANT WITH SUPERVISORY FOCUS

#### Associate in Arts in Administrative Assistant with Supervisory Focus

This program prepares students to pursue entry-level careers in today's fast-paced business environment. The program includes in-depth instruction in computer applications, effective business communication skills, financial record keeping, and essential workplace “soft skills” (customer service, project development, time management). Students with this degree will be suited for careers in small business, doctor's offices, schools, law offices, corporations, and more.

#### Requirements for Associate in Arts Degree:

- a) Complete Major Field courses with a grade of C or better.
- b) Complete Ohlone College General Education (Plan A) or CSU GE (Plan B) 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.

#### Student Learning Outcomes

1. Work competently with office management systems and Enterprise Resource Systems (ERS).
2. Apply intermediate to advanced knowledge of Microsoft Office Suite applications: Word, Excel, Access, and PowerPoint, as well as applications based in the cloud.
3. Illustrate knowledge of the fundamentals of business analytics.

#### MAJOR FIELD

BA-101A	Financial Accounting	5
BA-116	Business English and Communication	4
BA-123	Math for Accounting and Business	3
BA-125	Introduction to Business	3
BSM-101	Fundamentals of Supervision OR	3
BSM-108	Leadership in Organizations	(3)
BSM-102	Interpersonal Relations in the Workplace	3
BSM-103	Management of Human Resources	3
CAOT-101A	Computer Applications I	2
CAOT-101B	Computer Applications II	2
CAOT-101C	Computer Applications III	2
CNET-103	Introduction to Business Intelligence	<u>4</u>
Total Required Units:		34