



## **CURRICULUM GUIDE 2019-2020**

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

#### **Certificate of Achievement 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 certificate will be suited for careers in small business, doctor's offices, schools, law offices, corporations, and more. This certificate allows students to move seamlessly into the Associate in Arts in Administrative Assistant with a Supervisory Focus.

#### **Requirements for Certificate of Achievement:**

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

#### **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-123	Math for Accounting and Business	3
BA-125	Introduction to Business	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	<u>2</u>
	Total Required Units:	16