CURRICULUM GUIDE
2013-2014

ADMINISTRATIVE ASSISTANT WITH SUPERVISORY FOCUS

Associate in Arts in Administrative Assistant with Supervisory Focus
and
Certificate of Achievement in Administrative Assistant with Supervisory Focus

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 first level managers. Placement is dependent upon job availability.

Requirements for Associate in Arts Degree:

a) Complete Major Field and Supporting Courses with a grade of C or better.

b) Complete Ohlone College General Education (Plan A), CSU GE (Plan B), or IGETC (Plan C) 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 and Supporting Courses.

Student Learning Outcomes
1. Demonstrate knowledge of computer office skills such as e-mail, file storage, and file sharing.
2. Show intermediate to advanced knowledge of Microsoft Office Suite applications: Word, Excel, Access, and PowerPoint.
3. Demonstrate knowledge of Web searches and other Internet usages.
4. Demonstrate keyboarding skills at a minimum of 60 wpm.
5. Demonstrate knowledge of basic English and math skills.
6. Demonstrate ability to create correspondence at a level requiring no supervision.
7. Show ability to proofread office documents using basic editing skills.
8. Demonstrate knowledge of leadership and supervisory theory.

MAJOR FIELD

BA-101A	Financial Accounting	5
BA-116	Business English and Communication	4
BA-125	Introduction to Business	3
BA-141A	Business Law	3
CAOT-101A	Computer Applications I	2
CAOT-101B	Computer Applications II	2
CAOT-104	Basic Keyboarding OR	1
CAOT-110A	Beginning Keyboarding I	(1)
MM-105	Web Site Design	4
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SUPPORTING COURSES

BA-123	Math for Accounting and Business	3
BA/PSY-139	Psychology in the Workplace	3
CAOT-153	Introduction to Internet	1
SPCH-101	Introduction to Public Speaking	3
Major Field Elective		3
		13

RECOMMENDED MAJOR FIELD ELECTIVES

Complete 3 units from the following courses:

BSM-101	Fundamentals of Supervision	3
BSM-102	Interpersonal Relations in the Workplace	3
BSM-103	Management of Human Resources	3
BSM-106	Communication for Supervisors	3
BSM-108	Leadership in Organizations	3
CS-101	Introduction to Computers and Information Technology	3
ENGL-156	Introduction to Report and Technical Writing	3
		3

Total Required Units:	37