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## Administrative Assistant

**Objective:** This program is designed to prepare the graduate for office duties in careers that require a high degree of initiative. The graduate will gain the skills necessary to fill administrative assistant, secretarial, general office, and office assistant positions. A 50-hour internship is included. Skills attained in the program offer excellent opportunities for career advancement. Employable skills are in keeping with the mission of the College.

Note: All units in this program are transferable to the Specialized Associate Degree – Administrative Specialist program.

**Expected Educational Outcomes:** Upon completing the Administrative Assistant program, students will have demonstrated:

1. A working knowledge of computer programs used in the modern executive office including word processing and spreadsheets.
2. Competence in using language arts to write and/or produce mailable documents and correspondence.
3. The ability to use office procedures, bookkeeping, management skills, and critical thinking in the executive office.
4. An understanding of ethical and professional practices of the executive office.

**Diploma** awarded upon successful completion of all graduation requirements.

## Administrative Assistant

### Program Outline: Requirements for Graduation

Class No.	Class Title	Qtr.		Class No.	Class Title	Qtr.	
		Hours	Units			Hours	Units
AC160A	Fundamentals of Accounting IA	25	2.5	EN300A	Business Correspondence I	25	1.0
AC16LA	Fundamentals of Accounting IA Lab	25	1.0	EN300B	Business Correspondence II	25	1.0
AC160B	Fundamentals of Accounting IB	25	2.5	EN303A	Management Communications I	25	2.5
AC16LB	Fundamentals of Accounting IB Lab	25	1.0	EN303B	Management Communications II	25	2.5
BM141	Math Review	25	1.0	GB101	Career Transitions	25	2.5
BM142	Business Math	25	2.5	GB132A	Dynamics of the Office Professional	25	2.5
BM195A	10-Key Keypad	25	1.0	GB132B	Records Management	25	2.5
CM050A	Introduction to the Internet	25	1.0	GB132C	Professional Office Communications	25	2.5
CM100	Computer Literacy	25	2.5	GB200A	Human Relations I	25	2.5
CM127A	Beginning Keyboarding	25	1.0	LG130A	Business Law I	25	2.5
CM127B	Introduction to Microsoft Word I	25	1.0	LG130B	Business Law II	25	2.5
CM127C	Introduction to Microsoft Word II	25	1.0	LG130C	Business Law III	25	2.5
CM144A	Beginning MS Word	25	1.0	LG130D	Business Law IV	25	2.5
CM144B	Intermediate MS Word	25	1.0	MN230A	Business Meeting and Travel Planning	25	2.5
CM166A	Beginning Excel	25	1.0	MN230B	Finance Basics for the Office Professional	25	2.5
CM192A	Microsoft Office Professional: An Overview of Word and Excel	25	1.0	MN230C	Career Planning and Advancement	25	2.5
CM192B	Microsoft Office Professional: An Overview of Access and PowerPoint	25	1.0	MN330A	Professional Development I- Internship	25	0.5
EN100A	Business English IA - Grammar	25	2.5	MN330B	Professional Development II- Internship	25	0.5
EN100B	Business English IB - Grammar	25	2.5	TY225A	Keyboarding Speed Development I	25	1.0
EN200A	Business English IIA - Punctuation	25	2.5		Total:	1000	72.0
EN200B	Business English IIB - Punctuation	25	2.5		Total Weeks/Quarters		
					Daytime:	40/4	
					Evening:	60/4	

**Keyboarding Speed Requirement:** 40 NWPM