

# OFFICE ADMINISTRATIVE ASSISTANT

## Office Administrative Assistant Associate in Science Degree

**Required Core Courses:** 25 units

**Total Units:** 60 units

<b>Course Number</b>	<b>Course Title</b>	<b>Fall</b>	<b>Spring</b>
<b>FIRST YEAR</b>			
BUS 10	Human Resources	3	
BUS 19	Office Procedures		3
BUS 27	Business Communications		3
BUS 34A	Microsoft Word Beginning	3	
BUS 34B	Microsoft Word Advanced		3
CA 31	Computer Applications I	2	
COT 52	Keyboarding Level 2	2	
	Electives/General Education Requirements	5	6
	<b>Total</b>	<b>15</b>	<b>15</b>
<b>SECOND YEAR</b>			
BUS 1A	Accounting Principles – Financial	3	
BUS 22	Business Law	3	
	Electives/ General Education Requirements	9	15
	<b>Total</b>	<b>15</b>	<b>15</b>

**Required Electives:** 17 units

A student may select from any Business, Computer Applications or Computer Office Technology courses numbered 1 – 99, which are not already satisfying required core courses, to satisfy this requirement.

	<b>Recommended Electives:</b>	<b>Fall</b>	<b>Spring</b>
BUS 18	Records Management		3
BUS 49	Business Cooperative Work Experience	1-4	1-4
CA 32	Computer Applications II		3
COT 59	Business Machines: 10 Key		1

**General Education Requirements:** 18 units

See a counselor to prepare your educational plan with the latest scheduling information.

**Office Administrative Assistant**  
**Certificate of Achievement**

Required Core Courses: 22 units

Total Units: 22 units

<b>Course Number</b>	<b>Course Title</b>	<b>Fall</b>	<b>Spring</b>
<b>FIRST YEAR</b>			
BUS 18	Records Management		3
BUS 19	Office Procedures		3
BUS 27	Business Communications	3	
BUS 34A	Microsoft Word Beginning	3	
BUS 34B	Microsoft Word Advanced		3
CA 31	Computer Applications I	2	
CA 32	Computer Applications II		2
COT 52	Keyboarding Level 2	2	
COT 59	Business Machines: 10 Key		1
	<b>Total</b>	<b>10</b>	<b>12</b>

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