AS Administrative Support Assistant

This Certificate and Degree prepares workers to perform clerical duties such as answering telephones, e-mail, word processing, prepare correspondence, reports, forms, e-mails or other materials. These positions require employees to interact effectively with coworkers and multitask.

Career Opportunities

After completing the certificate and or degree, you have the skills necessary to work in an office environment. Job titles include, but not limited to general office support, administrative support assistant, or receptionist.

Program Learning Outcomes

Students completing this program will be able to:

1. Develop the computer skills and confidence to obtain employment.
2. Develop the ability and knowledge to plan, design, create, edit, integrate, and manage business documents using current technology.
3. Utilize current supporting technology, according to industry standards, to increase workplace effectiveness.

AS Degree Requirements
Major: Core and Selective Requirements

Complete Core Courses, 16.5 units		**Units**
BUS. 101	Human Relations in the Workplace	3 units
BUS. 401	Business Communications	3 units
CBOT 432	Introduction to Computer Applications	3 units
CBOT 448	Using Microsoft Windows	1.5 units
CBOT 472	Beginning Word Processing	1.5 units
CBOT 474	Intermediate Word Processing	1.5 units
CBOT 475	Using Outlook	1.5 units
CBOT 476	Adobe Acrobat	1.5 units

Selective Courses, choose a minimum of 7 units from the following:		**Units**
BUS. 100	Introduction to Business	3 units
BUS. 201	Business Law	3 units
CBOT 415	Beginning Computer Keyboarding	1.5 units
	OR	
CBOT 417	Skill Building	1.5 units
CBOT 435	Spreadsheets	3 units
CBOT 457	Using PowerPoint in Business	2 units
MATH 120	Intermediate Algebra	5 units

And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.