

AS Business Assistant

The Business Assistant Associate's Degree offers an advanced layer of core training for business and office assistants for a variety of duties. The business assistant curriculum enriches the chosen career of all who work in a professional office setting. This program trains business and office assistants for a variety of duties. Advanced core training for this program includes organizational behavior and interpersonal relations curriculum, Quickbooks accounting software training, and management principles with an emphasis on effective leadership.

Career Opportunities

Business Assistants perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers. A sample of reported job titles includes Administrative Associate, Administrative Specialist, Administrative Technician, Clerk Typist, Office Assistant and Staff Assistant.

Program Learning Outcomes

Students completing this program will be able to:

1. Design and manage business documents using current technology to engage in creative problem solving.
2. Communicate an understanding of business concepts professionally through written, oral and visual presentations using current technology.
3. Recognize ethical behavior in their chosen profession and behave in a socially responsible manner.
4. Analyze business issues, interpret financial data and identify economic trends.

AS Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 27- 28 units		Units
ACTG 100	Accounting Procedures	3 units
OR		
ACTG 121	Financial Accounting	4 units
ACTG 200	QuickBooks	3 units
BUS. 100	Introduction to Business	3 units
BUS. 101	Human Relations in the Workplace	3 units
BUS. 103	Introduction to Business Information Systems	3 units
BUS. 401	Business Communications	3 units

CBOT 432	Introduction to Computer Applications	3 units
CBOT 435	Spreadsheets	3 units
MGMT 100	Introduction to Business Management	3 units

Selective Courses, choose a minimum of 3 units from the following:

		Units
CBOT 415	Beginning Computer Keyboarding	1.5 units
CBOT 417	Skill Building	1.5 units
CBOT 448	Using Microsoft Windows	1.5 units
CBOT 470	Advanced Spreadsheets	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

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

