

CA Business Assistant

The Business Assistant certificate 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 continues with advanced topics in management information systems and technical skills in spreadsheets such as formulas, functions, analyzing data, creating and formatting charts, and advanced data analysis.

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.

Major: Core and Selective Requirements

Complete Core Courses, 15 units:		Units
BUS. 100	Introduction to Business	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

Selective Courses, choose 3 - 4 units from the following:		Units
ACTG 100	Accounting Procedures	3 units
ACTG 121	Financial Accounting	4 units

