

Administrative Assistant

OFFICE TECHNOLOGY DEPARTMENT

Major 20514

This program is intended to prepare students for employment following graduation as administrative assistants, executive assistants, office managers, or other clerical and support staff. Training in a variety of computer and clerical skills is emphasized. Students desiring a Bachelor's Degree (*transfer program*) should consult with a counselor or advisor to discuss transferability of courses.

Requirements for the Major

Required core courses:

BUSO 5	Business English	3.0	
BUSO 25	Business Communications	3.0	CSU
BUSO 26	Oral Communications for Business	3.0	
COMP 2	Intermediate Computer Keyboarding	4.0	
COMP 12	Office Computer Applications, <i>or</i>	4.0	CSU, UC
CISB 15	Microcomputer Applications	4.0	CSU, UC
COMP 20	Word for the Business Professional	4.0	
COMP 28	Office Management Skills	3.0	
COMP 50	Desktop Presentations using PowerPoint	4.0	CSU
COMP 68	Transcription Techniques	3.0	

Plus

Select one (1) course from:

COMP 11	Internet Research for Business	2.0	CSU
COMP 13	Using Web Page Software	4.0	CSU
COMP 18	Data Entry	3.0	
COMP 60	Desktop Publishing with InDesign or Pagemaker	4.0	CSU

TOTAL UNITS 33.0 - 35.0