PROGRAM OF STUDY

Administrative Assistant Associate in Science Degree

This program prepares students to efficiently perform general office work including: using application software to create and edit documents, spreadsheets, and database files; managing a records system; applying basic accounting skills; sorting and distributing mail; and managing a phone system. Positive communication skills are developed throughout the program including skills necessary to attain a position in an office and succeed in the work place.

Required courses - 21-5 units		**Units**
ACCTG40	Applied Accounting	3
OT1	COMPUTER BASICS	1.5
OT5	DOCUMENT FORMATTING	1.5
OT6	DATA ENTRY ESSENTIALS	1.5
OT11A	MICROSOFT WORD ESSENTIALS	1.5
OT11C	WORD PROCESSING PROJECTS	1.5
OT12A	MICROSOFT EXCEL ESSENTIALS	1.5
OT12C	SPREADSHEET PROJECTS	1.5
OT13A	MICROSOFT ACCESS ESSENTIALS	1.5
OT16	PREPARING FOR A JOB INTERVIEW	1
OT17	Job Retention and Responsibilities	1
OT44	FILING PROCEDURES	1.5
OT48	TODAY'S RECEPTIONIST	1.5

Select from keyboarding skills - 2-3 units		**Units**
OT46	CHAMPIONSHIP TYPING	3
	or	
OT46	CHAMPIONSHIP TYPING	1.5
	and	
OT7	SPEED TYPING ON COMPUTERS	0.5

Total Units   22 - 23

Effective Term: Fall 2012

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