

## 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.

		<b>Units</b>
ACCTG40	Applied Accounting	4
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	2
OT48	Today's Receptionist	1.5
OT150	Beginning Keyboarding	1
OT151	Championship Keyboarding	1
OT152	Speed Typing	1

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**Total Units****24.5**

Effective Term: Spring 2017

PID 636