

ADMINISTRATIVE ASSISTANT ASSOCIATE IN SCIENCE AND CERTIFICATE OF ACHIEVEMENT



This degree program prepares students for employment in today's business offices which are technology intensive. The curriculum is also appropriate for those wishing to update current skills. Emphasis is on the computerized office and development into supervisory positions.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Explain the basic language and concepts within the field of business office technology.
- Use computer input devices (e.g., keyboard and mouse) to properly and efficiently create and edit documents in word processing, spreadsheet, and presentation programs such as Word, Excel, and PowerPoint, and electronic communications such as email.

Associate in Science Degree Requirements

Code	Title	Units
BOT-100	Basic Keyboarding	1
BOT-101A & BOT-101B	Keyboarding/Document Processing I and Keyboarding/Document Processing II	3
BOT-104	Filing and Records Management	1
BOT-106	Effective Job Search	1
BOT-107	Office Systems and Procedures	2
BOT-118	Integrated Office Projects	1
BUS-128	Business Communication	3
Select one of the following options:		1-3
Option A:		
BOT-114	Essential Word	
Option B:		
BOT-120	Comprehensive Word, Level I	
BOT-121	Comprehensive Word, Level II	
BOT-122	Comprehensive Word, Level III	
Select one of the following options:		1-3
Option A:		
BOT-115	Essential Excel	
Option B:		
BOT-123	Comprehensive Excel, Level I	
BOT-124	Comprehensive Excel, Level II	
BOT-125	Comprehensive Excel, Level III	
Select one of the following options:		1-3
Option A:		

BOT-116	Essential Access	
Option B:		
BOT-126	Comprehensive Access, Level I	
BOT-127	Comprehensive Access, Level II	
BOT-128	Comprehensive Access, Level III	
Select one of the following options:		1-2
Option A:		
BOT-117	Essential Powerpoint	
Option B:		
BOT-129	Comprehensive PowerPoint, Level I	
BOT-130	Comprehensive PowerPoint, Level II	
Select one to three units of the following:		1-3
BOT-223	Office Work Experience	
BOT-224	Office Work Experience	
BOT-225	Office Work Experience	
Select at least five units from the following:		5-5.5
BOT-103A	Building Keyboarding Skill I	
BOT-103B	Building Keyboarding Skill II	
BOT-103C	Building Keyboarding Skill III	
BOT-132	Google Applications for Business	
BOT-133	Adobe Acrobat for the Workplace	
BOT-150	Using Microsoft Publisher	
BOT-151	Using Microsoft Outlook	
BUS-109	Elementary Accounting	
BUS-120	Financial Accounting	
Total Units		22-31.5

Plus General Education Requirements (<https://catalog.gcccd.edu/cuyamaca/degree-requirements-transfer-information/>)

Certificate of Achievement

Students who complete only the major requirements above qualify for a Certificate in Administrative Assistant. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.