

DEGREES & CERTIFICATES

ADMINISTRATIVE ASSISTANT ASSOCIATE OF ARTS (AA)

About the Program

The Associate of Arts Administrative Assistant program provides students with professional office skills and technologies to meet the requirements of a constantly changing office environment. Emphasis is placed on computer applications skills, professional communications, accounting skills, as well as an understanding for the human relations and ethics that are important to success in a today's workplaces. This program offers students the opportunity for direct job entry or for upgrading skills for advancement. Additionally, the degree includes General Education, which will help students develop a sense of social responsibility and strong analytical, communication, intellectual, practical skills that the student can apply in real-world setting.

Program Goals and Objectives

The goal of the Administrative Assistant Associate of Arts degree program is to provide students with the skills they need to effectively work in a constantly changing office environment. Competencies include integrated computer applications, accounting, professional communications, human relations, and business ethics. Additionally, the degree includes General Education, which will help students develop a sense of social responsibility and strong analytical, communication, intellectual, practical skills that the student can apply in real-world setting.

Career Opportunities

Career opportunities include, but are not limited to: administrative assistant, administrative technician, administrative associate, office manager, office clerk, receptionist, office professional, customer service representative, and office coordinator.

Program Outcomes

- Upon completion of the AA in Administrative Assistant, students are able to complete business-related documents using the various functions—basic, intermediate, and advanced—of the software programs: Word, Excel, PowerPoint.

Learning and Career Pathway Maps

[View LPC Program Map](#)

Required Core: (30-33 Units)

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|--|-------|
| BUSN 30 Business Ethics and Society..... | 3 |
| BUSN 40 Introduction to Business..... | 3 |
| BUSN 48 Human Relations in Organizations..... | 3 |
| BUSN 51 Accounting for Small Businesses or | 3 |
| BUSN 1A Financial Accounting..... | 4 |
| CIS 50 Introduction to Computing Information Technology..... | 3 |
| CIS 54 Excel: Introduction to Spreadsheets..... | 4 |
| CIS 55 Integrating Office Applications..... | 4 |
| CIS 74 Office Procedures..... | 3 |
| CIS 88A Introduction to Microsoft Word..... | 1.5 |
| CIS 88B Adv Microsoft Word..... | 1.5 |
| WRKX 94 Occupational Work Experience/Internship or | 1 - 8 |
| WRKX 95 General Work Experience..... | 1 - 6 |

List A: Select One (3 units)

| | |
|---|---|
| CIS 43 Professional Communications..... | 3 |
| CNT 43 Professional Communications..... | 3 |
| CS 43 Professional Communications..... | 3 |

List B: Select From Below (6-7 Units)

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|--|---|
| BUSN 56 Introduction to Management..... | 3 |
| CIS 55B Advanced MS Office Skills..... | 2 |
| CIS 57 Database Concepts..... | 3 |
| CIS 59 Web Dev: HTML/CSS/Javascript..... | 3 |
| CIS 62 Project Management..... | 3 |
| CIS 72A Data Management..... | 1 |
| CIS 73A Ten-Key Skill Development..... | 1 |
| CIS 72B Basic Office Integration..... | 1 |
| CIS 89A Desktop Presentation..... | 1 |
| CIS 75 Office Technology/Communications..... | 1 |
| MKTG 50 Introduction to Marketing..... | 3 |

Total Units for the Major..... 39-43

Additional General Education and Elective Units..... 19-21

Keyboarding Competency.....