



Business Technology Department—Degrees and Certificates

DEGREE REQUIREMENTS

Administrative Assistant 37-38 units

Description: The administrative assistant associate degree program is designed to develop advanced skills needed for upper-level administrative support and office management careers. The course work includes communication skills, organizational management, business documents and projects, teamwork, financial data, ethics, and a variety of computer and office technologies.

ACCT 101 (3 units) or 301 (4 units)*	3-4
BUS 100 English for the Professional	3
BUS 300 Introduction to Business	3
BUS 310 Business Communications	3
BUSTEC 101 Computer Keyboarding: 10-Key	1
BUSTEC 110 Bus. Procedures for Professional Success	3
BUSTEC/CISA 126 Outlook: Basics	1
BUSTEC/CISA 127 Outlook: Tools	1
BUSTEC 301 Intermediate Keyboarding/Applications	3
BUSTEC 305 Introduction to Office Technology	1
BUSTEC 310 Introduction to Word/Info Processing	3
BUSTEC 313 Presentations for Business Professional	2
BUSTEC 332 Integrated Business Projects	3
CISA 316 Intermediate Electronic Spreadsheets	2
CISA 321 Intermediate Database Management	1
CISC 306 Introduction to Web Page Creation	1
MGMT 300 or 304*	3

Office Administration 29-30 units

Description: This degree in office administration offers workplace skills for today's businesses. The course work focuses on business documents and correspondence, effective writing, financial statements, oral presentation skills, workflow, productivity, and ethical business behavior. A variety of courses in management, computer information science, and business is required.

ACCT 101 (3 units) or 301 (4 units)*	3-4
BUS 300 Introduction to Business	3
BUS 310 Business Communications	3
BUSTEC 101 Computer Keyboarding: 10-Key	1
BUSTEC 110 Bus. Procedures for Professional Success	3
BUSTEC/CISA 126 Outlook: Basics	1
BUSTEC/CISA 127 Outlook: Tools	1
BUSTEC 300 Beginning Keyboarding/Applications	2
BUSTEC 301 Intermediate Keyboarding/Applications	3
BUSTEC 305 Introduction to Office Technology	1
BUSTEC 310 Introduction to Word/Info Processing	3
BUSTEC 313 Presentations for Business Professional	2
BUSTEC 332 Integrated Business Projects	3

CERTIFICATE REQUIREMENTS

Administrative Assistant 20-22 units

Description: This certificate develops interpersonal, organizational, and technical skills for advancement in administrative support and office management positions. Course topics include verbal and written communication, document processing, office technology, office procedures, organizational and time management skills, supervision, critical thinking, and problem solving.

ACCT 101 (3 units) or 301 (4 units)*	3-4
BUS 310 Business Communications	3
BUSTEC 101 Computer Keyboarding: 10-Key	1
BUSTEC 110 Bus. Procedures for Professional Success	3
BUSTEC/CISA 127 Outlook: Tools	1
BUSTEC 301 Intermediate Keyboarding/Applications	2
BUSTEC 305 Introduction to Office Technology	1
BUSTEC 310 Introduction to Word/Info Processing	2
CISA 315 or CISA 320*	1-2
MGMT 300 or 304*	3

Office Careers (Fast Track) 23 units

Description: This fast track certificate offers the skills necessary to be successful in office careers. The course work includes mastering basic technology skills, identifying and developing interpersonal skills for the workplace, and exploring career opportunities through an internship or work experience program.

BUS 100 English for the Professional	3
BUS 498 Work Experience	2
BUSTEC 101 Computer Keyboarding: 10-Key	1
BUSTEC 122 Workplace Behav. & Comm. Tech	3
BUSTEC/CISA 126 Outlook: Basics	1
BUSTEC 300 Beginning Keyboarding/Applications	3
BUSTEC 305 Introduction to Office Technology	1
BUSTEC 350 Virtual Office Careers & Technology	3
<i>A minimum of 2 units from the following:</i>	
BUSTEC 310 Introduction to Word/Info Processing (1-3)	2
CISA 305 Beginning Word Processing (2)	2
<i>A minimum of 4 units from the following:</i>	
BUSTEC 100 Keyboarding Skills (1-3)	4
BUSTEC/CISA 127 Outlook: Tools (1)	1
CISA 315 Introduction to Electronic Spreadsheets (2)	2
CISA 320 Introduction to Database Management (1)	1
CISA 340 Presentation Graphics (2)	2
CISC 305 Introduction to the Internet (1)	1
CISC 320 Operating Systems (1)	1

