

## PROGRAM OF STUDY

### Office Administration - Administrative Office Professional Associate of Science

SC Program: AS.1397

This degree prepares you to be an advanced-level Administrative Assistant. Administrative Assistants work for supervisors, managers, and executives. Skills learned: Document and Data Handling: How to prepare, modify, and proofread documents such as reports, letters, memos, records, lists, and schedules. Technology: Advanced knowledge of Microsoft Office: Word, Excel, and Outlook. Setup and coordinate meetings and conferences using Outlook. Intermediate knowledge of Microsoft Office: PowerPoint, Internet Explorer, and Access. Incorporate computer graphics in documents, in addition to computer based filing methods and procedures. Type 50-55 words per minute. Interpersonal: Meet and greet clients and visitors, maintain a pleasant manner, and project a professional image in person and on the phone. Confidential: Handling of mail, money, and receipts, and record keeping. General: Research and price office furniture and supplies with attention to detail. Sales concepts, including markups, discounts, insurance, and depreciation, scheduling and reporting duties, coordinate and maintain records for staff. Obtaining on-the-job training through the Worksite Learning course at Shasta College is highly recommended.

This degree is approved through the California Community College Chancellor's Office. Upon satisfactory completion of all degree requirements and filing an application for graduation with Admissions and Records, the student's transcript will reflect completion of this degree.

#### Program Outcomes:

- Operate the alphabetic, numeric, and symbol keys by touch with proper typing technique.
- Type for 5 minutes at a minimum net speed of 50 words a minute with five errors or less.
- Expand and apply knowledge of Microsoft Word to complete business documents.
- Increase abilities related to formatting business letters, memos, tables, mail merge, and reports including employment documents.
- Answer, with at least 70 percent accuracy, questions on objective tests covering technical information

#### DEGREE REQUIREMENTS:

##### CORE COURSES:

ACCT 101	Basic Accounting I	3
ACCT 103	PC Accounting	2
BUAD 45 *	Human Relations on the Job	3
BUAD 66 *	Business Communications	3
BUAD 106	Business Mathematics	3

BUAD 166	Business English	3
CIS 1	Computer Literacy Workshop	3
CIS 20	Access for Windows I	1
OAS 10	Excel for Windows I	1
OAS 11	Excel for Windows II	1
OAS 51	Introduction to Keyboarding and Word	3
OAS 52	Intermediate Keyboarding and Word	3
OAS 53	Advanced Keyboarding and Word	3
OAS 64	Computerized 10-Key	0.5
OAS 80	Outlook	1
OAS 84	Office Administration Worksite Learning	1
OAS 92	Word for Windows II	1
OAS 94	Powerpoint	1
OAS 152	Keyboarding for Speed and Accuracy	0.5
OAS 158	Office Procedures for Administrative Assistants	3
OAS 166	Records Management	2
OAS 171	Proofreading Skills	2

Recommended Courses (not required):		Units
CIS 83	Web Design Using Dreamweaver	2
OAS 12	Excel for Windows III	1
OAS 93 *	Word for Windows III	1

ADDITIONAL GENERAL EDUCATION: Units  
15

GENERAL ELECTIVES: Units  
1

*Note: Calculation assumes a student will double-count the Multicultural graduation requirement with either a social science or humanities G.E. requirement and that the student will fulfill computer literacy through a test. If students plan well and see a counselor, they may be able to double count the Multicultural and Computer Literacy units. If these graduation requirements are added, the number of units is increased by 6 units.*

---

Total Units 60

\*May be used to fulfill General Education requirements. See a counselor.

\*

\*

