

PROGRAMS

COMPUTER APPLICATIONS: OFFICE ADMINISTRATION - AS

Associate in Science in Office Administration

The Associate in Science in Office Administration is designed to prepare students to work in an office environment using computers and software packages. The program also prepares students to work in various levels of an office support professional such as an office assistant, business information worker, and executive secretary.

Program Learning Outcomes

- Students will gain skills needed to work in an office environment.

To earn this degree, students must meet the following requirements:

1. Completion of 60 degree applicable units with an overall GPA of 2.0.
2. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.
3. Completion of the AS Graduation Requirements, CSU GE-B or IGETC

NOTES:

1. Requirements here apply to the current catalog year and are subject to change. Visit DegreeWorks in [My Mission Portal](#) to view requirements based your catalog year.
2. Not all classes are offered each semester.

Required Core Courses:

Code	Class	Units
COU 012	Careers and Life Styles (3.0 Lecture)	3.0
BUS 078B	Business Communications (3.0 Lecture)	3.0
CAP 010C	Computer Keyboarding Speed and Accuracy (1.0 Lab)	1.0
CAP 013	Ten-Key Numeric Keypad (1.0 Lab)	1.0
CAP 033A	Word Processing - Course 1 (3.0 Lecture)	3.0
CAP 033B	Word Processing - Course 2 (3.0 Lecture)	3.0
BUS 021	Introduction to Business Computing (3.0 Lecture)	3.0
CAP 046D	Introduction to Microsoft Powerpoint (1.0 Lecture)	1.0
CAP 062B	Introduction to Microsoft Excel (1.0 Lecture)	1.0
CAP 081B	Introduction to Microsoft Access (1.0 Lecture)	1.0

Plus 11.0 to 13.0 units from the following

Code	Class	Units
ACC 001A	Financial Accounting (4.0 Lecture)	4.0
BUS 051	Introduction to American Business (3.0 Lecture)	3.0
BUS 118	Human Resources Management (3.0 Lecture)	3.0
CAP 046E	Intermediate Microsoft Powerpoint (1.0 Lecture)	1.0
CAP 063B	Intermediate Microsoft Excel (2.0 Lecture)	2.0
CAP 045A	Introductory Microsoft Project (1.0 Lecture)	1.0
CAP 092A	Fundamentals of Web 2.0 & Cloud Technologies (2.0 Lecture)	2.0
CAP 097A	Creating Web Pages - Course 1 (1.0 Lecture)	1.0

Required Units for the Major

	Units
Required units for the major	31.0-33.0
plus completion of general education requirements and electives as needed to reach 60 units.	

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	Units
Total required units	60.0

Career/Transfer Opportunities

Career opportunities include the following: business information worker, executive secretary, and executive administrative assistant.

MAKE AN APPOINTMENT WITH A COUNSELOR SUBMIT A COURSE SUBSTITUTION REQUEST CONTACT THE DEPARTMENT