

ADMINISTRATIVE ASSISTANT, OFFICE SUPPORT - CERTIFICATE OF ACHIEVEMENT

Plan Code: 3202

This program will provide an understanding of the fundamentals of administrative and office support, records and information management, communication technology, productivity software to manage travel and meeting coordination, and office environment planning.

Program Student Learning Outcomes

- Create a variety of business documents using business application software.

Program Requirements

Code Number	Course Title	Units
REQUIRED COURSES		
BCOM 15	Business Communications	3
BCOM 222	Job Search Skills	3
BCOM 263	Customer Service	3
COSA 5	Microsoft Windows Operating System	3
COSA 10	Microsoft Word for Windows	3
COSA 15	Microsoft Excel for Windows	3
COSA 20	Microsoft PowerPoint for Windows	3
COSA 30	Introduction to Computers	3
COSA 215	Microsoft Outlook for Windows	3
COSK 200	Keyboarding and Document Production	3
Total Units		30