ADMINISTRATIVE ASSISTANT
Associate in Science Degree
Certificate of Achievement

This program is designed for students who wish to prepare for positions as administrative assistants or secretaries and work closely with management in a business, professional, educational, or industrial office. Students having successfully completed the Administrative Assistant course work will have gained marketable skills required of the Business Information Worker—a California Community Colleges Pathway to Success initiative that leads to job readiness for an in-demand occupation. For information visit: http://ict-dm.net/biw-landing/category/south-central or contact Dr. Diane Eberhardy (805) 678-5055 deberhardy@vcccd.edu.

Required Core Courses		Units
BUS R104	Business English	3.0
CAOT R001	Keyboarding (Alpha and Numeric)	1.5
CAOT R002	Keyboarding Speed and Accuracy	1.5
	**Advisories: CAOT R001*	
CAOT R004	Microsoft Outlook	1.5
CAOT R009	Office Procedures	3.0
	**Advisories: CAOT R001 or CAOT R002 and CAOT R130*	
CAOT R123	Microsoft Excel	3.0
	**Advisories: CIS R020A*	
CAOT R130	Microsoft Word	3.0
	**Advisories: CIS R020A*	

Required Additional Classes		
Complete a minimum of **one** course from the following		
BUS R001	Preparation for Accounting	3.0
BUS R120	Introduction to Business	3.0
CAOT R124	Microsoft Access	3.0
	**Advisories: CIS R020A*	
CAOT R129	Microsoft PowerPoint	3.0
	**Advisories: CIS R020A*	

Total Required Major Units	**19.5**
Oxnard College General Education Pattern	29.0
Double-Counted Units	0.0
Degree-Applicable Electives	✚11.5
Total units required for the A.S. Degree	**60.0**

***General Education** This A.S/A.A. degree requires completion of the Oxnard College General Education Pattern**