

# ADMINISTRATIVE ASSISTANT (AS DEGREE S0514)

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## Business Division

### Degree S0514

This program is intended to prepare students for employment following graduation as administrative assistants, executive assistants, office managers, or other clerical and support staff. Training in a variety of computer and clerical skills is emphasized. Students desiring a bachelor's degree (transfer program) should consult with a counselor or advisor to discuss transferability of courses.

This degree requires the completion of General Education coursework (<https://catalog.mtsac.edu/programs/degrees-certificates/#gerequirementstext>) plus the following:

## Required Courses

Course Prefix	Course Name	Units
BUSO 25	Business Communications	3
BUSO 26	Oral Communications for Business	3
CISB 10	Office Skills	3
CISB 15	Microcomputer Applications	3.5
CISB 16	Macintosh Applications	2
CISB 21	Microsoft Excel	3
CISB 31	Microsoft Word	3
CISB 51	Microsoft PowerPoint	3
Choose one from the following:		2-3.5
CISD 11 & 11L	Database Management - Microsoft Access and Database Management - Microsoft Access Laboratory	
CISN 21	Windows Operating System	
CISS 11	Practical Computer Security	
CISW 15	Web Site Development	
<b>Total Units</b>		<b>25.5-27</b>

CIS Program Website (<http://www.mtsac.edu/cis/>)

## Program Learning Outcomes

*Upon successful completion of this program, a student will be able to:*

- Create and present a visual slide presentation to include text, graphic objects, design theme, slide transition, and object animation.
- Create a document in which text, paragraphs, and layout are formatted effectively and efficiently using word processing software (Word).

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.