

# Administrative Support and Office Technology



These programs prepare students for positions in private industry, government, and civil service as administrative assistants, secretaries, receptionists, and general office workers. Students can choose from a two-year program leading to an associate degree with a major in Administrative Support, or a one-year program leading to a certificate of completion in Office Technology. All computer classes are taught hands-on in computer classrooms.

Financial aid and scholarships are available. The CCSF job matching program and the CCSF Career Connection provide assistance finding jobs. For more information, see [www.ccsf.edu/business](http://www.ccsf.edu/business).

## A.S. Degree Major in Administrative Support

### First Semester

MABS 25 Keyboarding (1 unit) (formerly W DPR 78)  
or MABS 30 Computer Keyboarding (3 units)  
or MABS 35 Speedbuilding: Keyboarding  
(1 unit, repeatable up to 4 units) (formerly W DPR 79)  
Completion of program requires a keyboarding speed of 45 wam. Keyboarding classes may be waived for students who pass the equivalency test of 45 wam.  
MABS 40 Internet Explorer and MS Outlook  
BSEN 70 Fundamentals of English Grammar/Composition\*  
*Additional graduation requirements*

### Second Semester

MABS 38 Keyboarding with Microsoft Word  
MABS 35 Speedbuilding: Keyboarding (formerly W DPR 79)  
Completion of program requires a keyboarding speed of 45 wam. Keyboarding classes may be waived for students who pass the equivalency test of 45 wam.  
BSEN 74 Business Correspondence\*  
BSMA 66 Business Mathematics  
or BSMA 68 Mathematics of Business  
*Additional graduation requirements*

### Third Semester

MABS 391 Word Processing/Microsoft Word  
MABS 101 Spreadsheets for Business/Excel\*  
SPCH 6 Workplace Communication  
or PSYC 26 Applied Psychology  
*Additional graduation requirements*

### Fourth Semester

MABS 67 Database for Business/Access\*  
BSEN 76 Report Writing\*  
LERN 62 Successful Job Search Techniques (1 unit)  
Any one of these classes:  
MABS 202 PowerPoint Presentations\*  
MABS 405 Developing Web Sites/FrontPage\*  
MABS 406 Developing Web Sites/Dreamweaver  
MABS 407 Developing Web Sites/Expression Web\*  
CNIT 101 Operating Systems I /Windows  
MRKT 145 Microcomputer Marketing Applications  
*Additional graduation requirements*

## Certificate of Completion Office Technology

### First Semester

MABS 25 Keyboarding (1 unit) (formerly W DPR 78)  
or MABS 30 Computer Keyboarding (3 units)  
or MABS 35 Speedbuilding: Keyboarding  
(1 unit, repeatable up to 4 units) (formerly W DPR 79)  
Completion of program requires a keyboarding speed of 45 wam. Keyboarding classes may be waived for students who pass the equivalency test of 45 wam.  
MABS 40 Internet Explorer and MS Outlook  
BSEN 70 Fundamentals of English Grammar/Composition\*  
LERN 62 Successful Job Search Techniques (1 unit)

### Second Semester

MABS 38 Keyboarding with Microsoft Word  
or MABS 391 Word Processing/Microsoft Word  
MABS 35 Speedbuilding: Keyboarding  
(1 unit, repeatable) (formerly W DPR 79)  
Completion of program requires a keyboarding speed of 45 wam. Keyboarding classes may be waived for students who pass the equivalency test of 45 wam.  
BSEN 74 Business Correspondence\*  
MABS 101 Spreadsheets for Business/Excel\*  
SPCH 6 Workplace Communication  
or PSYC 26 Applied Psychology

\*Course available in an online format

You may enroll in a program by registering for any of the required classes. Petitions for graduation or a certificate are available in Conlan Hall, Room E2 and should be submitted the semester you complete all the requirements. Petitions must be submitted by the deadline posted in the Calendar of Instruction. For questions about these programs, contact a counselor or Margaret Hock (email is [mhock@ccsf.edu](mailto:mhock@ccsf.edu), phone 415.239.3116).

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