

Administrative Support AS Major - Active

Department: Business

Approval: November 2012

This program is designed for students working or planning to work in administrative support positions in industry and government. Areas of emphasis include word processing, spreadsheets, and database management. Computer classes are taught "hands-on" in computer labs. Students have the opportunity to polish their written communication skills as well as learn the computer skills needed to succeed in a challenging office environment. Students who complete the curriculum receive the Associate in Science degree in Administrative Support.

Learning Outcomes

Upon completion of this program, students will be able to:

- Write effective business-related documents
- Apply computer skills to complete business tasks
- Communicate effectively and appropriately in an office environment
- Keyboard a minimum of 45 net words a minute
- Qualify for entry-level positions in administrative support

*Completion of program requires a keyboarding speed of 45 wpm. Keyboarding classes may be waived for students who pass the equivalency test of 45 wpm

**See a counselor for more information on graduation requirements

Assuming students start this AS with transfer-level math and English eligibility, the minimum time for completion is 4 semesters. Completion time will vary based on student preparation and number of units completed per semester.

Courses Required for the Major in Administrative Support AS

Course	Units
First Semester required course:	
BSEN 70 - Grammar and Writing Essentials for Business	5.00
Total:	5.00
First Semester choose one of the following keyboard courses:	
MABS 30 - Computer Keyboarding	3.00
MABS 35 - Speedbuilding I: Keyboarding	1.50
Total:	1.50 - 3.00
Second Semester required courses:	
MABS 38 - Document Production Using Microsoft Word	3.00
BSEN 74 - Written Business Communication	3.00
BSMA 68 - Mathematics of Business	3.00
Total:	9.00
Third Semester required courses:	

MABS 391 - Word Processing/Microsoft Word	3.00
MABS 101 - Spreadsheets for Business/Excel	3.00
Total:	6.00
Third Semester choose one of these courses:	
CMST 6 - Workplace Communication	3.00
PSYC 26 - Applied Psychology	3.00
Total:	3.00
Fourth Semester required courses:	
MABS 67 - Database for Business/Microsoft Access	3.00
BSEN 76 - Business and Technical Report Writing	3.00
CRER 62 - Successful Job Search Techniques	1.00
Total:	7.00
Fourth Semester choose one of the following courses:	
MABS 202 - PowerPoint Presentations	3.00
MABS 406 - Developing Websites - Dreamweaver	3.00
CNIT 101 - Operating Systems I - Windows	3.00
MRKT 145 - Computer Marketing Applications	3.00
Total:	3.00
Total:	34.50 - 36.00

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