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 provides assistance finding jobs. For more information, see www.ccsf.edu/business.

A.S Degree
Major in Administrative Support

First Semester
WDPR 78 Keyboarding (1 unit)
or MABS 30 Computer Keyboarding (3 units)
or WDPR 79 Speedbuilding: Keyboarding (1 unit, repeatable)
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.
MABS 40 Internet Explorer and MS Outlook
BSEN 70 Fundamentals of English Grammar/Composition

Additional graduation requirements

Second Semester
MABS 38 Word Processing Business Documents
WDPR 79 Speedbuilding: Keyboarding
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.
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 405 Developing Web Sites/FrontPage
   MABS 406 Developing Web Sites/Dreamweaver
   CNIT 101 Operating Systems I/Windows
   MRKT 145 Microcomputer Marketing Applications

Additional graduation requirements

Certificate of Completion
Office Technology

First Semester
WDPR 78 Keyboarding (1 unit)
or MABS 30 Computer Keyboarding (3 units)
or WDPR 79 Speedbuilding: Keyboarding (1 unit, repeatable)
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.
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 Word Processing Business Documents
WDPR 79 Speedbuilding: Keyboarding
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.
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

For questions about these programs, contact Margaret Hock at mhock@ccsf.edu or 415.239.3116.