

ADMINISTRATIVE ASSISTANT (AS DEGREE S0514)

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/#gerequisitestext>) 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	
Total Units		25.5-27

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.