



1. Title: **Administrative Assistant**

2. Summary of Goals—Learning Outcomes:

At the completion of courses for an Administrative Assistant major at Golden West College, the student should be able to:

- Understand the principles of Standard English that are acceptable in today’s business offices and apply them to both verbal and written communications.
- Recognize the importance of accuracy in written communication and sharpen proofreading skills by improving ability to find and correct errors in business documents.
- Effectively use a computer to process data, manage folders and files, customize the windows environment, and work with hardware, printers, and various software applications.
- Analyze spreadsheet data and create charts and graphs.
- Compose various business documents, such as letters, reports, manuscripts, and memorandums.
- Create and manage a database.
- Integrate information among the various applications to consolidate large amounts of data.
- Customize and explore a personal information manager and e-mail program to integrate with other technologies such as OneNote, SharePoint Services, Mobile Service, and Really Simply Syndication (RSS) feeds and blogs.
- Research and evaluate topics on the Internet.
- Focus and prepare for the Microsoft Certified Application Professional Certification exam; the Certified Professional Secretary (CPS) and/or Certified Administrative Professional (CAP) exam administered by the Institute for Certification of the International Association of Administrative Professionals.

3. Course Listing:

BUS G125	Business English	3.0
BUS G130	Introduction to Business Writing	3.0
CBA G117	Proofreading Skills	3.0
CBA G150	Windows, Introduction	1.5
CBA G181	MS OFFICE, Introduction	4.0
	OR the following 4 courses meet and/or exceed the requirement of CBA G181:	
	CBA G155 Word, Intro	
	CBA G160 Excel, Intro	
	CBA G165 Access, Intro	
	CBA G170, PowerPoint, Intro	
CBA G149	Outlook, Introduction	2.0
CBA G119	Administrative Business Procedures	3.0

CBA G183	MS OFFICE, Intermediate	4.0
	OR the following 4 courses meet and/or exceed the requirement of CBA G183:	
	CBA G156 Word, Intermediate	
	CBA G161 Excel, Intermediate	
	CBA G166 Access, Intermediate	
	CBA G171, PowerPoint, Intermediate	
CBA G190	Internet, Introduction	1.5
Required Subtotal		25 units
Completion of GE Requirements		21-41 units
Additional Electives (as needed to reach 60)		<hr/>
Degree Total		60 units