

ADMINISTRATIVE ASSISTANT, OFFICE SUPPORT - ASSOCIATE IN SCIENCE

Plan Code: 2202

This program provides students with an understanding of the fundamentals of administrative and office support, records and information management, communication technology, productivity software to manage travel and meeting coordination, and office environment planning.

Some potential jobs this program prepares students for include Office Assistant, Receptionist, Information Clerk, Office Coordinator, Front Office Assistant, Administrative Assistant, Administrative Clerk, Administrative Support Coordinator, Records and Information Management Specialist, Travel and Meeting Coordinator, Office Support Specialist, and Information Management Assistant.

The potential risks associated with this degree are low as there is a consistent demand for graduates across varying industries. The occupation, however, is inherently competitive and starts at a lower-salaried rate.

Program Student Learning Outcomes

- Demonstrate the ability to attain the Institutional Student Learning Outcomes (ISLOs).
- Create a variety of business documents using business application software.

Program Requirements

This degree requires the completion of General Education coursework plus the following:

Code Number	Course Title	
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ADMINISTRATIVE ASSISTANT, OFFICE SUPPORT - CERTIFICATE OF ACHIEVEMENT

Plan Code: 3202

Program Student Learning Outcomes

Program Requirements

Code Number	Course Title	Units
REQUIRED COURSES		
ADMS 101	Administrative Office Procedures I	3
ADMS 102	Administrative Office Procedures II	3
ADMS 103	Administrative Office Procedures III	3
ADMS 104	Administrative Office Procedures IV	3
ADMS 105	Administrative Office Procedures V	3
ADMS 106	Administrative Office Procedures VI	3
ADMS 107	Administrative Office Procedures VII	3
ADMS 108	Administrative Office Procedures VIII	3
ADMS 109	Administrative Office Procedures IX	3
ADMS 110	Administrative Office Procedures X	3
Total Units		30