
Administrative Office Assistant - Associate of Arts (AA) Degree

Major Units: 39 *Total Units: Minimum of 60*

(State Code: 02727; TOP Code: 051400; Academic Plan: C002727C)

The Administrative Office Assistant Associate of Arts degree prepares students for employment in business, government, and educational offices that use automated systems and procedures. Emphasis is placed on the development of skills in keyboarding, language and communication skills, and computer applications including word processing, spreadsheets, databases, and desktop publishing. In addition, students are prepared to assume general office duties and decision-making office responsibilities. Completion of the program enables students to qualify for intermediate office positions and lays the foundation for entry into office management positions.

PROGRAM STUDENT LEARNING OUTCOMES

1. Demonstrate proficiency in English grammar (parts of speech) punctuation, spelling, and writing skills.
2. Produce a business style report using a computer and Microsoft Word.
3. Prepare a multi-column newsletter containing desktop publishing elements in Microsoft Word.
4. Create a personal or business website containing hyperlinks, marquee, graphic hotspots, and tables.
5. Produce a professional business letter, in response to a given business communication task.

PROGRAM REQUIREMENTS

Requirements for the Administrative Office Assistant Associate of Arts degree may be met by completing: (a) 39 units of major core courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (39 UNITS)

CAOT 001	COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS I	3
CAOT 082	MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE	3
CAOT 098	MICROCOMPUTER OFFICE APPLICATIONS: DISCOVERING COMPUTERS: DIGITAL LITERACY	3
CAOT 031	BUSINESS ENGLISH	3
CAOT 002	COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS II	3
CAOT 084	MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING	3
CIS 126	(Formerly CO SCI 151) ADOBE DREAMWEAVER	3
CAOT 003	COMPUTER KEYBOARDING III	3
CAOT 043	OFFICE PROCEDURES	3
CAOT 032	BUSINESS COMMUNICATIONS	3
CAOT 085	MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEET	3
CAOT 088	MICROCOMPUTER OFFICE APPLICATIONS: DESKTOP PUBLISHING	3
CAOT 079	WORD PROCESSING APPLICATIONS	3
or		
CAOT 112	MICROCOMPUTER OFFICE APPLICATIONS: WEB PAGE DESIGN	