OFFICE ADMINISTRATION
Administrative Office Professional

REQUIREMENTS FOR ASSOCIATE IN SCIENCE DEGREE:

This degree prepares you to be an advanced-level Administrative Assistant. Administrative Assistants work for supervisors, managers, and executives. Skills learned: Document and Data Handling: How to prepare, modify, and proofread documents such as reports, letters, memos, records, lists, and schedules. Technology: Advanced knowledge of Microsoft Office: Word, Excel, and Outlook. Setup and coordinate meetings and conferences using Outlook. Intermediate knowledge of Microsoft Office: PowerPoint, Internet Explorer, and Access. Incorporate computer graphics in documents, in addition to computer based filing methods and procedures. Type 50-55 words per minute. Interpersonal: Meet and greet clients and visitors, maintain a pleasant manner, and project a professional image in person and on the phone. Confidential: Handling of mail, money, and receipts, and record keeping. General: Research and price office furniture and supplies with attention to detail. Sales concepts including markups, discounts, insurance, and depreciation. Scheduling and reporting duties, coordinate and maintain records for staff.

Obtaining on-the-job training through the Worksite Learning course at Shasta College is highly recommended.

Recommended Course Sequence:

First Semester (Fall):
- BUAD* 166 Business English (F/S) 3
- CIS 1 Computer Literacy Workshop (F/S) 3
- OAS 10 Excel for Windows-I (F/S) 1
- OAS 51 Introduction to Keyboarding and Word (F/S) 3
- OAS 64 Computerized Ten-Key (F/S) .5
- OAS 152 Keyboarding for Speed and Accuracy (F/S) .5
- OAS 157 Office Procedures (F/S) 3

Second Semester (Spring):
- ACCT 101 Basic Accounting I (F/S) 3
- BUAD→ 45 Human Relations on the Job (F/S) 3
- CIS 20 Access for Windows I (F/S) 1
- OAS 11 Excel for Windows II (F/S) 1
- OAS* 52 Intermediate Keyboarding and Word (F/S) 3
- OAS 92 Word for Windows II (F/S) 1
- OAS 94 PowerPoint (F/S) 1
- OAS 166 Records Management (F/S) 2
- OAS 171 Proofreading Skills (F/S) 2

Third Semester (Fall):
- ACCT* 103 PC Accounting (F/S) 2
- BUAD* 106 Business Mathematics (F/S) 3
  - General Education 6
  - Electives 3

Fourth Semester (Spring):
- BUAD→ 66 Business Communications (F/S) 3
- OAS* 53 Advanced Keyboarding and Word (F/S) 3
  - General Education 6
  - Electives 2

Recommended Courses (not required):
- CIS 83 Web Design Using Dreamweaver (I) 2
- OAS 12 Excel for Windows II (F/S) 1
- OAS* 93 Word for Windows III (I) 1

→ Course meets a General Education requirement.  * Course has a prerequisite.

Major 43 Units
Additional General Education 15 Units
General Electives 2 Units
TOTAL 60 Units

Business, Agriculture, Industry and Technology (530) 242-7560
Shasta College
11555 Old Oregon Trail
Redding, CA 96003
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Associate in Science Degree Requirements

Unit Requirement: 60 semester units
Scholarship Requirement: Overall GPA of 2.0
Residence Requirement: Last 12 semester units or a minimum of 48 total semester units must be completed in residence at Shasta College
Course Requirement: Complete specific occupational major requirements (see left)
General Education: For Associate degree, complete 21 units of general education coursework (general ed may overlap with major course work—see counselor for details).

Multicultural & Computer Literacy Competency Requirements:
See Chapter 5, page 5 of the 2012-2013 Shasta College catalog for details. (May overlap with general education).

"F" (Fall) and "S" (Spring) indicate when a course is usually offered.
"I" indicates course may not be offered every year.
Subject to change.