

# BUSINESS COMMUNICATIONS OFFICE TECHNOLOGY: SECRETARY/ADMINISTRATIVE ASSISTANT (A.A.)

## ASSOCIATE OF ART

Secretary/Administrative Assistant AA degree prepares students for employment as an administrative assistant, executive secretary, general secretary, office secretary, executive assistant, virtual assistant, school secretary, senior executive assistant, or office manager in any business sector, education, government, or medical/dental/hospital office environment.

## Program Student Learning Outcomes

- Students apply correct customer service/telephone techniques in a business environment.
- Students apply correct filing principles, spelling/proofreading skills, and office procedures for the office.
- Students apply the steps for effective job search in the business field.
- Students apply standard English grammar and writing skills to write effective business documents.
- Students employ the correct application of Microsoft Office software for editing and formatting office documents.

## Program Requirements

Code Number	Course Title	Units
<b>Division/Department Requirements</b>		
BCOT 96	Microsoft PowerPoint	1.5
BCOT 97	Microsoft Outlook	1.5
BCOT 112	Microsoft Word	3.5
BCOT 113	Microsoft Excel	3.5
BCOT 118	Microsoft Access for Office Technology	1.5
BCOT 131	College Keyboarding & Document Processing	3.5
BCOT 146	Business English for the Digital Workplace	3.0
BCOT 152 or BCOT 247	Employment Search in the Job Market Managerial Business Communications	1.5-3.0
BCOT 155 or BCOT 71	Administrative Secretarial Procedures Medical Administrative Office Procedures	3.5
BCOT 161	Filing/Records Management	1.0
BCOT 162	Business Document Proofreading and Editing Skills	3.0
BCOT 248	Professional Soft Skills for the Workplace	3.0
<b>Total Units</b>		<b>30-31.5</b>

## ASSOCIATE OF ARTS DEGREE REQUIREMENTS

Meet the major requirements in Certificate of Achievement in Secretary/Administrative Assistant and complete the general education

requirements and electives to achieve a minimum of 60-degree applicable units.

**Notes:** Although many of these courses are transferable, this Certificate/A.A. degree is non-transferrable.

**Notes:** Completion of BCOT 96 Microsoft PowerPoint, BCOT 97 Microsoft Outlook, BCOT 112 Microsoft Word, BCOT 113 Microsoft Excel, and BCOT 118 Microsoft Access for Office Technology will prepare you for the Microsoft Office Specialist (MOS) Certification test.

**Notes:** BCOT 71 can be taken in lieu of BCOT 155 for those students who wish to pursue a career in the medical sector (hospital, medical/dental office, or clinic as a Medical Office/Secretary/Administrative Assistant.

*Please see Business Counselors or the respective Department Chairperson for additional alternatives.*