

IV. OFFICE ASSISTANT LEVEL II

This certificate is designed for students who have completed the Office Assistant Level I certificate or have the equivalent in keyboarding and computer skills. It prepares students for advancement in office careers in which knowledge of Microsoft Office applications is required.

Program Learning Outcomes

Upon successful completion of this certificate, students will be able to:

- Explain the basic language and concepts within the field of business office technology.
- Use computer input devices (e.g., keyboard and mouse) to properly and efficiently create and edit documents in word processing, spreadsheet, and presentation programs such as Word, Excel, and PowerPoint, and electronic communications such as email.

Certificate Requirements:

Course	Title	Units
BOT 102AB	Intermediate Keyboarding/ Document Processing I-II	3
BOT 107	Office Systems and Procedures	2
BOT 114	Essential Word	1
BOT 115	Essential Excel	1
BOT 116	Essential Access	1
BOT 117	Essential PowerPoint	1
	Total Required	9

V. OFFICE PROFESSIONAL

This certificate is designed for students interested in entry-level positions in a broad spectrum of office environments. Utilizing a short-term, intensive format, students are provided with the basic skills necessary to be productive employees. The curriculum provides the foundation for further study and advancement in the clerical field, which is one of the largest employment areas in our information processing society.

Program Learning Outcomes

Upon successful completion of this certificate, students will be able to:

- Explain the basic language and concepts within the field of business office technology.
- Use computer input devices (e.g., keyboard and mouse) to properly and efficiently create and edit documents in word processing, spreadsheet, and presentation programs such as Word, Excel, and PowerPoint, and electronic communications such as email.

Certificate Requirements:

Course	Title	Units
BOT 100	Basic Keyboarding	1
	or	
BOT 101AB	Keyboarding/ Document Processing I-II	3
	or	
BOT 102AB	Intermediate Keyboarding/ Document Processing I-II	3
BOT 107	Office Systems and Procedures	2
BOT 114	Essential Word	1
BOT 115	Essential Excel	1
BUS 110	Introduction to Business	3
BUS 128	Business Communication	3
	Total Required	11-13

VI. OFFICE SOFTWARE SPECIALIST LEVEL I

This certificate is designed for students interested in working in an administrative support capacity who need working knowledge of word processing, electronic spreadsheet, database and presentation software. These courses may also be applied to the Office Assistant Level II certificate.

Program Learning Outcomes

Upon successful completion of this certificate, students will be able to:

- Explain the basic language and concepts within the field of business office technology.
- Use computer input devices (e.g., keyboard and mouse) to properly and efficiently create and edit documents in word processing, spreadsheet, and presentation programs such as Word, Excel, and PowerPoint, and electronic communications such as email.

Certificate Requirements:

Course	Title	Units
BOT 100	Basic Keyboarding	1
BOT 114	Essential Word	1
	or	
BOT 120-121	Comprehensive Word, Levels I-II	2
BOT 115	Essential Excel	1
	or	
BOT 123-124	Comprehensive Excel, Levels I-II	2
BOT 116	Essential Access	1
	or	
BOT 126-127	Comprehensive Access, Levels I-II	2
BOT 117	Essential PowerPoint	1
	or	
BOT 129-130	Comprehensive PowerPoint, Levels I-II	2
	Total Required	5-9

VII. OFFICE SOFTWARE SPECIALIST LEVEL II

This certificate is designed for students interested in working in an administrative support capacity who need working knowledge of word processing, electronic spreadsheet, database and presentation software as well as software integration techniques. Students who complete the certificate may continue taking courses to earn the Executive Assistant Certificate of Achievement.

Program Learning Outcomes

Upon successful completion of this certificate, students will be able to:

- Explain the basic language and concepts within the field of business office technology.
- Use computer input devices (e.g., keyboard and mouse) to properly and efficiently create and edit documents in word processing, spreadsheet, and presentation programs such as Word, Excel, and PowerPoint, and electronic communications such as email.

Certificate Requirements:

Course	Title	Units
BOT 100	Basic Keyboarding	1
BOT 118	Integrated Office Projects	1
BOT 120	Comprehensive Word, Level I	1
	or	
BOT 114	Essential Word	1
BOT 121	Comprehensive Word, Level II	1
BOT 122	Comprehensive Word, Level III	1
BOT 123	Comprehensive Excel, Level I	1
	or	
BOT 115	Essential Excel	1
BOT 124	Comprehensive Excel, Level II	1
BOT 125	Comprehensive Excel, Level III	1
BOT 126	Comprehensive Access, Level I	1
	or	
BOT 116	Essential Access	1
BOT 127	Comprehensive Access, Level II	1
BOT 129	Comprehensive PowerPoint, Level I	1
	or	
BOT 117	Essential PowerPoint	1
BOT 130	Comprehensive PowerPoint, Level II	1
	Total Required	12



Associate Degree
for TransferSM

ECONOMICS FOR TRANSFER (AA-T)

The AA-T in Economics for Transfer provides a broad exposure to the field of economics. Students will learn about the factors that determine the production, distribution and consumption of goods and services. They will come to understand the behavior and interactions of economic agents and how economies work. This major prepares student to transfer to a California State University, where a baccalaureate degree may be earned in Economics or a closely related field.

The following is required for the AA-T in Economics for Transfer degree:

1. 60 semester or 90 quarter CSU-transferable units;
2. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements;
3. Minimum of 18 semester or 27 quarter units in the major or area of emphasis;
4. Minimum grade point average (GPA) of 2.0;
5. Grade of C or better in all courses required for the major or area of emphasis.

Program Learning Outcomes

Upon completion of this program, students will be able to:

- Use microeconomic and macroeconomic models to explain demand, supply, and changes in output, employment, inflation and growth;
- Understand and apply core economic concepts such as opportunity cost, the role of the market; present value; exchange rates; marginal utility; the importance of incentives, and the connections between economic interests of individuals and society.

Associate in Arts for Transfer Degree Requirements:

Course	Title	Units
ECON 120	Principles of Macroeconomics	3
ECON 121	Principles of Microeconomics	3
MATH 160	Elementary Statistics	4
MATH 178	Calculus for Business, Social and Behavioral Sciences	4
	or	
MATH 180	Analytic Geometry and Calculus I	5

List A: (Select 1 course)

BUS 120	Financial Accounting	4
BUS 121	Managerial Accounting	4
BUS 128	Business Communication	3
CIS 110	Principles of Information Systems	4

List B: (Select 1-2 courses; 3-4 units)

Any List A course not used	3-4
Total Required	21-23
Double-Counted Units	9-12
General Education Requirements	37-39
Electives	7-12
Total Degree Units	60