EXECUTIVE ASSISTANT ASSOCIATE IN SCIENCE AND CERTIFICATE OF ACHIEVEMENT

This degree program prepares students for employment in today's business offices which are technology intensive. The curriculum is also appropriate for those wishing to update current skills. Emphasis is on the computerized office and development into supervisory positions.

Program Learning Outcomes

Upon successful completion of this program, 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.

Associate in Science Degree Requirements

Code	Title	Units
BOT-100	Basic Keyboarding	1
BOT-101A & BOT-101B	Keyboarding/Document Processing I and Keyboarding/Document Processing II	3
BOT-102A & BOT-102B	Intermediate Keyboarding/Document Processing I and Intermediate Keyboarding/Document Processing II	3
BOT-120	Comprehensive Word, Level I	1
BOT-121	Comprehensive Word, Level II	1
BOT-122	Comprehensive Word, Level III	1
BOT-123	Comprehensive Excel, Level I	1
BOT-124	Comprehensive Excel, Level II	1
BOT-125	Comprehensive Excel, Level III	1
BOT-126	Comprehensive Access, Level I	1
BOT-127	Comprehensive Access, Level II	1
BOT-128	Comprehensive Access, Level III	1
BOT-129	Comprehensive PowerPoint, Level I	1
BOT-130	Comprehensive PowerPoint, Level II	1
BOT-151	Using Microsoft Outlook	1
BUS-128	Business Communication	3
Select at least three units from the following:		3-4
BOT-132	Google Applications for Business	
BUS-109	Elementary Accounting	
BUS-110	Introduction to Business	
BUS-115	Human Relations in Business	
BUS-120	Financial Accounting	
BUS-125	Business Law: Legal Environment of Business	
Select at least three units from the following:		3-3.5
BOT-103A	Building Keyboarding Skill I	
BOT-103B	Building Keyboarding Skill II	
BOT-103C	Building Keyboarding Skill III	
BOT-119	Windows for the Information Worker	
BOT-133	Adobe Acrobat for the Workplace	
BOT-150	Using Microsoft Publisher	
Total Units		**28-29.5**

Plus General Education Requirements (https://catalog.gcccd.edu/cuyamaca/degree-requirements-transfer-information/)

Certificate of Achievement

Students who complete only the major requirements above qualify for a Certificate in Executive Assistant. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.