


Chaffey College

BUSINESS AND OFFICE TECHNOLOGIES: PROFESSIONAL ADMINISTRATIVE ASSISTANT (EXECUTIVE, EXECUTIVE-BILINGUAL, AND MEDICAL)

The Professional Administrative Assistant program is an Associate in Science degree which prepares students for careers in the executive, executive-bilingual, and medical fields. Professional administrative assistants perform a full range of secretarial and administrative duties. Students must specialize within a field of interest: executive, executive-bilingual, or medical. Administrative Assistants command higher salaries and have opportunities for rapid promotions to positions of greater responsibility and management. Emphasis on developing professional skills for today's workplace: computer competencies, records management, language skills, and interpersonal skills.

Major requirements for the Associate in Science Degree:

		GRADE	IP	NEED	UNITS
BUSOT 40B	Computer Keyboarding: Speed and Accuracy Development				3
BUSOT 50	Filing and Records Management (or BUSOT64A*, Microsoft Office Access—Specialist, 1.5)				3
BUSOT 60B	Microsoft Office Word—Expert				3
BUSOT 63	Microsoft Office Excel —Comprehensive (or BUSOT 63A, Microsoft Office Excel—Specialist, 1.5, <u>and</u> BUSOT 63B, Microsoft Office Excel—Expert, 1.5)				3
BUSOT 88	Written Communication for Business				3
BUSOT 400	Job Search and Interviewing Techniques				1.5
BUSOT 452	Office Financial Recordkeeping				3
BUSOT 455	Fundamentals of English for Business				3
BUSOT 460	Proofreading: Text-Editing Skills				3
BUSOT 462A	Beginning Machine Transcription				3
BUSOT 470**	Electronic Office Procedures (or any combination of BUSOT 61*, 62*, 64A*, or 64B* Microsoft Office, to equal 3 units)				3

Plus 3 units from the following:

		GRADE	IP	NEED	UNITS
BIOL 30	Beginning Medical Terminology				3
BUSOT 61*	Microsoft Office PowerPoint				1.5
BUSOT 62*	Microsoft Office Outlook				1.5
BUSOT 64A*	Microsoft Office Access—Specialist				1.5
BUSOT 64B*	Microsoft Office Access—Expert				1.5
BUSOT 465A	Beginning Speedwriting and Notetaking				3
BUSOT 471	Administrative Office Management				3
BUSOT 496ABCD	Internships in Business and Office Technologies (only one unit will be applied to certificate)				1

* Courses may not be counted twice.

** BUSOT 470 may not be counted twice.

Plus a minimum keyboarding speed of 50 wpm for five minutes verified by the Business and Office Technologies Department Proficiency Certificate.

In addition to completion of the MAJOR, there are other requirements for the degree, refer to the Chaffey College Graduation Requirement Sheet or see a counselor in the Counseling Center. All courses required for a certificate must be completed with a minimum grade of C.

Student Name: _____

ID #: _____

Date: _____

Counselor: _____

COUNSELOR NOTES:

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Plus specialization for completion in one of the following areas:

Executive: (S316)

		GRADE	IP	NEED	UNITS
BUSOT 462B	Advanced Machine Transcription				3
BUSOT 470**	Electronic Office Procedures				3

Executive—Bilingual: (S317)

		GRADE	IP	NEED	UNITS
BUSOT 462B	Advanced Machine Transcription				3
BUSOT 470**	Electronic Office Procedures				3
and	One intermediate-level course and one conversational course in a modern language. (or documented fluency in a modern language, as validated by the coordinator of modern languages)				6

**BUSOT 470 may not be counted twice.

Medical: (S319)

		GRADE	IP	NEED	UNITS
BIOL 424	Anatomy and Physiology				3
BUSOT 475	Medical Office Procedures				3
BUSOTMD 410	Basic CPT4 Coding				3

**Requirements for the Professional Administrative Assistant Certificate:
(Executive-L325; Executive-Bilingual-L317; Medical-L319)**

Same as the major requirements for the A.S. Degree.

In addition to completion of the MAJOR, there are other requirements for the degree, refer to the Chaffey College Graduation Requirement Sheet or see a counselor in the Counseling Center. All courses required for a certificate must be completed with a minimum grade of C.