ADMINISTRATIVE ASSISTANT, OFFICE SUPPORT - ASSOCIATE IN SCIENCE

Plan Code: 2202

This program provides students with an understanding of the fundamentals of administrative and office support, records and information management, communication technology, productivity software to manage travel and meeting coordination, and office environment planning.

Some potential jobs this program prepares students for include Office Assistant, Receptionist, Information Clerk, Office Coordinator, Front Office Assistant, Administrative Assistant, Administrative Clerk, Administrative Support Coordinator, Records and Information Management Specialist, Travel and Meeting Coordinator, Office Support Specialist, and Information Management Assistant.

The potential risks associated with this degree are low as there is a consistent demand for graduates across varying industries. The occupation, however, is inherently competitive and starts at a lower-salaried rate.

Program Student Learning Outcomes

- Demonstrate the ability to attain the Institutional Student Learning Outcomes (ISLOs).
- Create a variety of business documents using business application software.

Program Requirements

This degree requires the completion of General Education coursework plus the following:

Code Number	Course Title	Units
REQUIRED COURSES		
BCOM 15	Business Communications	3
BCOM 222	Job Search Skills	3
BCOM 263	Customer Service	3
COSA 5	Microsoft Windows Operating System	3
COSA 10	Microsoft Word for Windows	3
COSA 15	Microsoft Excel for Windows	3
COSA 20	Microsoft PowerPoint for Windows	3
COSA 30	Introduction to Computers	3
COSA 215	Microsoft Outlook for Windows	3
COSK 200	Keyboarding and Document Production	3
Required Subtotal		**30**

Complete one of the following: [1]

LBCC General Education (Plan A) (https://lbcc-public.courseleaf.com/academic-requirements/general-education-transfer-degree-certificate-requirements/general-education-plans/plan-a/)	
CSU GE Breadth (Plan B) (https://lbcc-public.courseleaf.com/academic-requirements/general-education-transfer-degree-certificate-requirements/general-education-plans/plan-b/)	
IGETC Pattern (Plan C) (https://lbcc-public.courseleaf.com/academic-requirements/general-education-transfer-degree-certificate-requirements/general-education-plans/plan-c/)	
Electives (as needed to reach 60 degree-applicable units) [2]	
Minimum Degree Total	**60**

[1] Units for the major may be double-counted for LBCC GE, CSU GE, or IGETC; see counselor for limitations.

[2] Elective units from course(s) numbered 1-599, if needed, to reach 60 degree-applicable units.

ADMINISTRATIVE ASSISTANT, OFFICE SUPPORT - CERTIFICATE OF ACHIEVEMENT

Plan Code: 3202

This program will provide an understanding of the fundamentals of administrative and office support, records and information management, communication technology, productivity software to manage travel and meeting coordination, and office environment planning.

Program Student Learning Outcomes

- Create a variety of business documents using business application software.

Program Requirements

Code Number	Course Title	Units
REQUIRED COURSES		
BCOM 15	Business Communications	3
BCOM 222	Job Search Skills	3
BCOM 263	Customer Service	3
COSA 5	Microsoft Windows Operating System	3
COSA 10	Microsoft Word for Windows	3
COSA 15	Microsoft Excel for Windows	3
COSA 20	Microsoft PowerPoint for Windows	3
COSA 30	Introduction to Computers	3
COSA 215	Microsoft Outlook for Windows	3
COSK 200	Keyboarding and Document Production	3
Total Units		**30**