IMPERIAL VALLEY COLLEGE 2011-2012 GENERAL CATALOG - CERTIFICATE AND MAJOR PROGRAMS

I.

CERTIFICATE PROGRAM

BUSINESS ADMINISTRATIVE ASSISTANT CERTIFICATE

This program provides students with education and training needed to quality for jobs that require a higher level of education and work experience in an office setting. These types of jobs require good communication and technology skills, and it helps to be someone who works independently, is organized, and take initiative. These individuals provide administrative support to an individual or an office. Job duties may include directing an coordinating administrative services.

ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

Twenty-seven (27) units and skill level required for the certificate

I. Required courses for the certificate

Required courses for the certificate					
BUS	126	Bus & the Legal Environment		3.0	
BUS	136	Human Relations in Management		3.0	
BUS	167	Machine Calculation		1.0	
BUS	172	Office Tech & Procedures II		3.0	
BUS	176	Office Transcription		1.0	
BUS	180	Microsoft Office for the Workplace		4.0	
BUS	210 **	Prin of Financial Accounting		4.0	
BUS	260	Business Communications		3.0	
CIS	101	Intro to Information Systems		3.0	
WE	201 *	Employment Readiness		1.0	
WE	220 *	Internship		1.0	
			Total:	27.0	

* It is recommended that the work experience courses be taken after the completion of at least 12 units in the certificate.

 ** It is recommended that BUS 010 be taken as preparation for BUS 210.

II. Required skill level for the certificate

Keyboarding skill level 50 nwpm (BUS 156, Keyboarding Speed & Accuracy may be helpful in obtaining this speed level.)

ASSOCIATE DEGREE PROGRAM

BUSINESS ADMINISTRATIVE ASSISTANT MAJOR - A.S. DEGREE

This program provides students with education and training needed to quality for jobs that require a higher level of education and work experience in an office setting. These types of jobs require good communication and technology skills, and it helps to be someone who works independently, is organized, and take initiative. These individuals provide administrative support to an individual or an office. Job duties may include directing an coordinating administrative services.

ALL REQUIRED COURSES FOR THIS MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

Twenty-seven (27) units and skill level required for the major

Required courses for the major						
BUS	126	Bus & the Legal Environment		3.0		
BUS	136	Human Relations in Management		3.0		
BUS	167	Machine Calculation		1.0		
BUS	172	Office Tech & Procedures II		3.0		
BUS	176	Office Transcription		1.0		
BUS	180	Microsoft Office for the Workplace		4.0		
BUS	210 **	Prin of Financial Accounting		4.0		
BUS	260	Business Communications		3.0		
CIS	101	Intro to Information Systems		3.0		
WE	201 *	Employment Readiness		1.0		
WE	220 *	Internship		1.0		
			Total:	27.0		

* It is recommended that the work experience courses be taken after the completion of at least 12 units in the major.

 ** It is recommended that BUS 010 be taken as preparation for BUS 210.

II. Required skill level for the major

Keyboarding skill level 50 nwpm (BUS 156, Keyboarding Speed & Accuracy may be helpful in obtaining this speed level.)