

# BUSINESS ADMINISTRATIVE ASSISTANT

## DEGREES, CERTIFICATES AND AWARDS

Associate in Science Degree (A.S.)  
Certificate of Achievement

## DESCRIPTION

Business Administration programs at IVC, both at the associate degree and certificate of achievement levels, prepare the student by offering courses that allow students opportunities to acquire practical skills, technical knowledge and experience in a variety of fields. The fields of study available are: Business Administration for transfer, Accounting Technician, Administrative Assistant, Financial Services, Management, Marketing and Office Technician. These programs introduce the student to the world of commercial transactions, which occur in the distribution of resources in our American economic system.

This Business Administrative Assistant program provides students with education training needed to qualify 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 takes initiative. These individuals provide administrative support to an individual or an office. Job duties may include directing and coordinating administrative services.

## ASSOCIATE DEGREE AND CERTIFICATE OF ACHIEVEMENT PROGRAMS

**The Associate in Arts (AA) or the Associate in Science (AS) Degree** involves satisfactory completion of a minimum of 60 semester units with a C average or higher, including grades of C in all courses required for the major, and fulfillment of all IVC district requirements for the associate's degree along with all general education requirements. The degree provides a sound basis for transfer to upper division institutions for additional degrees or for higher vocational preparation. To be eligible to receive an Associate Degree the student must complete the requirements for the major, the District requirements for an Associate Degree, and the General Education requirements. In addition students must maintain a minimum grade point average and meet the minimum grade requirements of their program. Detailed information is available in the college catalog.

**The Certificate of Achievement** program is designed for students with personal or occupational goals who wish early employment. To qualify for the Certificate, a student must satisfy the following requirements: (1) complete all courses listed for a particular certificate.; (2) achieve a "C" average (2.0 GPA) for all courses used to complete the certificate; and, (3) file a Certificate Application form with Admissions and Records by the appropriate deadline(s) identified on the application.

## TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree at Imperial Valley College may not be the same as those required for completing the major at a transfer institution offering a bachelor's degree. Students who plan to transfer to a four-year college or university should schedule an appointment with an IVC Counselor to develop a student education plan (SEP) before beginning their program.

### Transfer Resources:

[www.ASSIST.org](http://www.ASSIST.org) – CSU and UC Articulation Agreements and Majors Search Engine  
[www.CSUMentor.org](http://www.CSUMentor.org) – CSU System Information  
[www.universityofcalifornia.edu/admissions/index.html](http://www.universityofcalifornia.edu/admissions/index.html) - UC System Information  
[www.aiccu.edu](http://www.aiccu.edu) – California Independent Colleges and Universities, Association of  
<http://wiche.edu/wue> - Western Undergraduate Exchange Programs

## FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that IVC offers a full array of financial aid programs – grants, work study, scholarships, and fee waivers (we do not participate in the federal loan programs). These programs are available to both full and part time students who are seeking a degree or certificate. For those who qualify, financial aid is available to help with tuition, fees, books and supplies, food, housing, transportation, and childcare. Please log onto our website for additional information: [www.imperial.edu/students/financial-aid-and-scholarships/](http://www.imperial.edu/students/financial-aid-and-scholarships/)

## CAREER OPPORTUNITIES

This program provides for the study of a wide range of subjects related to positions and careers in the modern office. The program includes the training necessary to successfully perform in the many and varied Office Technician and Administrative Assistant positions available in the job market.

- Administrative Assistant
- Office Technician
- Executive Secretary
- Administrative Manager
- Computer Applications Specialist
- Secretary
- Bookkeeper
- Receptionist
- Word Processor
- Records Manager
- Medical Office Assistant
- (see Allied Health program)

**Gainful Employment:** Federal regulations require institutions to provide students with Gainful Employment information for specific certificate programs offered at IVC. Please click on our Programs of Study link to view the information for each certificate program: <http://www.imperial.edu/courses-and-programs/programs-of-study/>

# BUSINESS ADMINISTRATIVE ASSISTANT

## ASSOCIATE DEGREE PROGRAM

### BUSINESS ADMINISTRATIVE ASSISTANT MAJOR – A.S. DEGREE

Twenty-seven (27.0) units and skill level required for the major.

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

#### I. Required courses for the major (27.0 units)

BUS	126	Business and the Legal Environment	3.0
BUS	136	Human Relations in Management	3.0
BUS	167	Machine Calculation	1.0
BUS	172	Office Procedures for the Workplace	3.0
BUS	176	Office Transcription	1.0
BUS	180	Microsoft Office Suite for the Workplace	4.0
BUS	210**	Principles of Financial Accounting	4.0
BUS	260	Business Communications	3.0
CIS	101	Introduction to Information Systems	3.0
WE	201*	Employment Readiness	1.0
WE	220*	Internship	1.0

\* 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 40 nwpm. (BUS 154, Beginning Keyboarding and Document Formatting and BUS 156, Keyboarding: Speed and Accuracy, may be helpful in obtaining this skill level.)

Total Major Units	27.0
IVC Graduation Requirements and GE Pattern:	30.0
Electives (as needed to reach 60 degree applicable units)	_____
<b>Total Maximum Units:</b>	<b>60.0</b>

## CERTIFICATE PROGRAM

### BUSINESS ADMINISTRATIVE ASSISTANT CERTIFICATE

Twenty-seven (27.0) units and skill level required for the certificate.

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

#### I. Required courses for the certificate (27.0 units)

BUS	126	Business and the Legal Environment	3.0
BUS	136	Human Relations in Management	3.0
BUS	167	Machine Calculation	1.0
BUS	172	Office Procedures for the Workplace	3.0
BUS	176	Office Transcription	1.0
BUS	180	Microsoft Office Suite for the Workplace	4.0
BUS	210**	Principles of Financial Accounting	4.0
BUS	260	Business Communications	3.0
CIS	101	Introduction to Information Systems	3.0
WE	201*	Employment Readiness	1.0
WE	220*	Internship	1.0

\* 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 certificate

Keyboarding skill level 40 nwpm. (BUS 154, Beginning Keyboarding and Document Formatting and BUS 156, Keyboarding: Speed and Accuracy, may be helpful in obtaining this skill level.)

Total Certificate Units	27.0
<b>Total Maximum Units:</b>	<b>27.0</b>