BUSINESS INFORMATION TECHNOLOGY – ADMINISTRATIVE ASSISTANT – ASSOCIATE IN SCIENCE DEGREE, CERTIFICATE OF ACHIEVEMENT

Top Code:

0514.00
The curriculum prepares students for business positions such as administrative assistant, secretary, executive assistant, and office assistant. Employees in these types of positions perform a variety of administrative tasks including document processing, using computer applications such as presentation graphics and spreadsheets, scheduling appointments, researching and organizing information, and arranging meetings and travel.

Upon successful completion of this certificate, students will be prepared to take the Microsoft Office Specialist (MOS) certification exams in Word, Outlook, and Excel.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

Program Outcomes

- Develop work habits to function as a team member with people of diverse experiences and backgrounds in a workplace environment.
- Apply standard business English to oral and written communications in support of a business office, including the production and design of complex electronic and paper-based correspondence and documents.
- Determine appropriate information technology tools to access, manage, integrate, and create information.
- Formulate solutions to business problems by using the Internet, current and emerging computer applications, records management, and standard business procedures.
- Demonstrate self-management and self-awareness in terms of workplace responsibility and productivity.
- Demonstrate the ability to competently use a wide variety of office systems, including computers, web-based workspaces, and video conferencing.

Requirements for the Certificate of Achievement

Code	Title	Units
Semester I		
BIT 011	BUSINESS DOCUMENT PROCESSING	2
BIT 025	SURVEY OF COMPUTER TECHNOLOGY IN BUSINESS	3
BIT 107	BUSINESS SOFTWARE-WINDOWS	1
BUS 009	INTRODUCTION TO BUSINESS	3
Semester II		
BIT 106	BUSINESS SOFTWARE-INTRODUCTION TO MICROSOFT OFFICE SYSTEM	3
BIT 108	MICROSOFT OUTLOOK AND PRODUCTIVITY TOOLS	1
BIT 115	BUSINESS RECORDS SKILLS	1
BIT 122	INTERNET RESEARCH FOR BUSINESS	1
BUS 112	BUSINESS ENGLISH	3
Semester III		
BIT 117	COLLABORATIVE WEB-BASED WORKSPACES	1
BIT 124	ADMINISTRATIVE BUSINESS PROCEDURES	3
BIT 128	BUSINESS SOFTWARE-MICROSOFT WORD	2
BIT 133	BUSINESS SOFTWARE-MICROSOFT EXCEL	2
Total Units		**26**

Recommended Electives

Code	Title	Units
BIT 105	BUSINESS SOFTWARE-MICROSOFT ACCESS	2
BIT 109	BUSINESS SOFTWARE-MICROSOFT POWERPOINT	2

Visit the Program Mapper (https://pasadena-city.programmapper.ws/academics/interest-clusters/7e85bdcc-be06-405f-9845-b8b63e49f8c6/programs/16fc3523-0a0e-04d8-fb65-cc054c3a5b6d/) for a suggested sequence of courses.

General Education Requirements for the Associate in Science Degree

- General Information (https://curriculum.pasadena.edu/academic-programs-leading-degree-certificate/)
- PCC Local Gen Ed (https://curriculum.pasadena.edu/academic-programs-leading-degree-certificate/#pcclocaltext)
- CSU Breadth (https://curriculum.pasadena.edu/academic-programs-leading-degree-certificate/#csubreadthtext)
- IGETC (https://curriculum.pasadena.edu/academic-programs-leading-degree-certificate/#igetctext)