



Administrative Professional A.A. Degree

FULL TIME

This program roadmap represents one possible pathway to complete the program. **Please see a counselor** to create an education plan that is customized to meet your needs. This roadmap is not a guarantee of course availability or financial aid applicability.

Catalog: 2024-25

GE Pattern: local AA/AS

Total Units: 60

First Year

Semester 1

15 Units

CAT.	COURSE	TITLE	UNIT	GE AREA
Req	BUSTEC 300.1	Keyboarding/Applications: Beginning	1	
Elec	BUSTEC 300.2	Keyboarding/Applications: Document Formatting	1	
Req	BUS 300	Introduction to Business	3	Vb
Req	BUSTEC 126 / CISA 126	Outlook: Basics	1	
Req	BUSTEC 127 / CISA 127	Outlook: Tools	1	
Req	CISA 315	Introduction to Electronic Spreadsheets	2	
GE	ENGWR 300 / 480 ^H	College Composition	3	Ila WC
GE	HCD 310	College Success	3	IIIb

Semester 2

15 Units

CAT.	COURSE	TITLE	UNIT	GE AREA
Req	BUSTEC 101	Computer Keyboarding: 10-Key	1	
Req	BUSTEC 305	Introduction to Business Information Technology	3	
Req	BUSTEC 310	Introduction to Word/Information Processing	3	
Req	BUS 310	Business Communications	3	
GE	STAT 300 / 480 ^H	Introduction to Probability and Statistics	4	IIb MC
GE		any PE activity course	1	IIIa

Second Year

Semester 3

15 Units

CAT.	COURSE	TITLE	UNIT	GE AREA
Req	BUSTEC 110	Business Procedures for Professional Success	3	
Req	BUSTEC 313	Web-based Conferencing and Presentations for the Business Professional	2	
RE	ACCT 101 ¹	Fundamentals of College Accounting	3	
Req	CISA 320	Introduction to Database Management	1	

CAREER PATH

Career Options:

This degree develops advanced skills needed for upper-level administrative support and office management careers.

Typical career opportunities include clerical, administrative support, and executive assistant positions with private industry, non-profit organizations, and government entities.

Advising Notes:

- Students can substitute ESLW 340 for ENGWR 300/480.

Scheduling Notes:

- BUSTEC 300.1 is offered during the 1st 8 weeks and BUSTEC 300.2 is offered during the 2nd 8 weeks, so they can be taken in the same semester.
- BUSTEC 126/CISA 126 is offered during the 1st 5 weeks and BUSTEC 127/CISA 127 is offered during the 2nd 5 weeks, so they can be taken in the same semester.
- BUS 224, BUSTEC 110, and BUSTEC 313 are offered in the fall.
- BUSTEC 305, BUSTEC 332 and BUSTEC 350 are offered in the spring.

CAT.	COURSE	TITLE	UNIT	GE AREA
GE	TAFILM 307	Diversity in American Film	3	I
GE	HIST 330	Women in American History	3	Va

¹ or ACCT 301

Semester 4

15 Units

CAT.	COURSE	TITLE	UNIT	GE AREA
Req	BUSTEC 332	Integrated Business Projects	3	
RE	MGMT 304 ²	Principles of Management	3	
GE	BUS 330	Managing Diversity in the Workplace	3	VI
GE	NUTRI 300	Nutrition	3	IV
Elec	BUSTEC 350	Virtual Careers and Technologies	3	

² or MGMT 300

^H honors courses

EXPLANATION OF CATEGORIES

Req	Required Core	A course that is required for this program
Elec	Degree Elective	A degree-applicable course that is part of a degree roadmap to ensure that there is a total of at least 60 units, which is a requirement for an associate degree
GE	General Education	A course that fulfills a specific general education requirement for a degree, which can be replaced with another course that meets the same requirement
RE	Restricted Elective	A course selected from a list of elective courses specified for this program in the course list in the catalog, which can be replaced with another course from the same list

Graduation Requirement

A course that fulfills a specific graduation requirement which can be replaced by another course that meets the same graduation requirement.

MC = Math Competency

WC = Writing Competency

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