



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: 2025-26

GE Pattern: local AA/AS

Total Units: 60

First Year

Semester 1

15 Units

| CAT. | COURSE | UNIT | PREREQUISITES | GE AREA |
|------|---|--------|---------------------------|---------|
| Req | BUS 100 English for the Professional | 3 | | |
| Req | BUS 300 Introduction to Business | 3 | | L4 |
| Req | BUSTEC 126 Outlook: Basics or CISA 126 Outlook: Basics | 1 1 | | |
| Req | BUSTEC 127 Outlook: Tools or CISA 127 Outlook: Tools | 1 1 | BUSTEC 126 or CISA 126 | |
| Req | BUSTEC 300.1 Keyboarding/Applications: Beginning | 1 | | |
| Req | CISA 315 Introduction to Electronic Spreadsheets | 2 | | |
| GE | STAT C1000 Introduction to Statistics or STAT C1000H ^H Introduction to Statistics - Honors | 4 4 | | L2 |

Semester 2

15 Units

| CAT. | COURSE | UNIT | PREREQUISITES | GE AREA |
|------|--|------|--------------------------|---------|
| Req | BUS 310 Business Communications | 3 | BUS 100 or ENGL C1000 | L1A |
| 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 | | |
| GE | any Area L3 (Arts & Humanities) course | 3 | | L3 |
| GE | any Area L7B (Life Development Skills) course | 2 | | L7B |

Second Year

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:

- This degree can be completed using either the local AA/AS general education (GE) pattern or the Cal-G ETC transfer GE pattern. See a counselor to determine which pattern is best for you based on your academic goals.
- Students can substitute ESLW 340 for ENGL C1000/C1000H (formerly known as ENGWR 300/480).
- Elective Courses:** any elective courses numbered 100-499, or having a 4-digit number starting with C.

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.

Semester 3

15 Units

| CAT. | COURSE | UNIT | PREREQUISITES | GE AREA |
|------|--|------|---------------|---------|
| RE | ACCT 101 Fundamentals of College Accounting | 3 | | |
| Req | CISA 320 Introduction to Database Management | 1 | | |
| GE | any Area L1B (Oral Communication & Critical Thinking) course | 3 | | L1B |
| GE | any Area L7A (Physical Education) course | 1 | | L7A |
| Elec | any elective course | 3 | | |
| Elec | any elective course | 3 | | |
| Elec | any elective course | 1 | | |

- BUSTEC 305, BUSTEC 332 and BUSTEC 350 are offered in the spring.

Semester 4

15 Units

| CAT. | COURSE | UNIT | PREREQUISITES | GE AREA |
|------|--|------|---------------|---------|
| Req | BUSTEC 332 Advanced Business Applications | 3 | | |
| RE | MGMT 304 Principles of Management | 3 | | |
| GE | any Area L5 (Natural Sciences) course | 3 | | L5 |
| GE | any Area L6 (Ethnic Studies) course | 3 | | L6 |
| Elec | any elective course | 3 | | |

^H honors courses

EXPLANATION OF CATEGORIES

| | | |
|------|---------------------|--|
| Req | Required Core | A course that is required for this program |
| 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 |
| 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 |

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