



Program of Study: Administrative Assistant

Associate of Arts/ Science Degree	M E T	I P	N E E D
<b>2. AMERICAN INSTITUTIONS/STATE &amp; LOCAL GOVERNMENT : (3 units)</b>			
Political Science 101**, 105 and 106; Social Science 132. <small>(**Students who completed POL S 101 before Spring 2014 must also complete POL S 106).</small>			
<b>3. U.S. HISTORY: (3units)</b>			
Economics 111, History 116; History 110, 111(CD), 117, 118; Social Science 131			
<b>4. MATHEMATICS</b>			
Mathematics 101, 120, 131 or 220AB (2 units)			
<b>5. HEALTH (3 units)</b>			
Health 104, 106; Psychology 111(CD)* or equivalent will satisfy this requirement.			
<b>6. PHYSICAL EDUCATION (2 units)</b>			
physical education activity classes and/or dance activity classes			
<b>7. FIRST AID (1 units)</b>			
Health 101, 102; Emergency Medical Technology 140			
<b>8. CULTURAL DIVERSITY (3 units)</b>			
Courses that satisfy this requirement have been marked by (CD) and appear throughout the graduation requirements. The requirement may be satisfied by completing any one of the graduation requirements with a course marked (CD) or by completing Child Development 156.			
<b>9. General Education: 18 units; 1 course from each areas</b>			
<b>A. Natural Science (3 units)</b>			
<b>B. Social Sciences (3 units)</b>			
<b>C. Humanities:</b>			
1. Interdisciplinary Humanities (3 units)			
2. Arts, Foreign Language, Literature, & Philosophy (3 units)			
<b>D. Lang &amp; Reality:</b>			
1.English Composition (3 units)			
2.Communication & Analytical Thinking (3 units)			
<b>TOTAL UNITS 35-37</b>			

PREREQUISITE COURSES	CERTIFICATE (Requirements)	U N I T S	M E T	I P	N E E D	Transfer Credit
	ACCTG 101: Financial Accounting	5				CSU, UC, USC
	or	or				
	ACCTG 110: Basic Accounting I	4				
CABOT 105 or eligibility for ENGL 101	BUSAD 106: Written Business Communications	3				CSU, UC, USC
	BUSAD 110: Human Relations in Business	3				CSU
	BUSAD 152: Management Communications	3				CSU
	CABOT** 101: Business Office Procedures	3				
CABOT 103 or equivalent	CABOT 102: English for Business	4				
Eligibility for ESL 133 or ENGL 189	CABOT 103: Business Vocabulary Development	3				
	CABOT 104: Filing Methods & Systems	1				
	CABOT 110: Collegiate Business Math	3				
	CABOT 208: Windows Basics	1				
	CABOT 210*: Computer Keyboarding/Typing II	3				CSU
	CABOT 265: Microsoft Word I	3				
CABOT 265 or equivalent	CABOT 266: Microsoft Word II	3				
	CABOT 270: Microsoft Excel I	3				
	CABOT 285: Microsoft Outlook	3				
	CS/IS 191: Internet Orientation	1				
<b>TOTAL UNITS REQUIRED 44-45</b>						

\*A minimum speed of 40 wpm is required for this certificate. \*\* Courses taken more than five years before the granting of any of these CABOT certificates must have the approval of the division chair for acceptance.

\*\*\*Courses with an asterisk may be counted in one area only.  
\*\*\*Students who complete POL S 101 prior to spring 2014 must also complete POL S 106

Online Resources



[www.salarysurfer.cccco.edu](http://www.salarysurfer.cccco.edu)



[www.CaCareerZone.org](http://www.CaCareerZone.org)



1500 North Verdugo Road, Glendale, CA 91208

Academic Counseling (818) 240-1000 Ext. 5918 Career Center (818) 240-1000 Ext. 5407 or 5408 SEE A COUNSELOR TO PREPARE A STUDENT EDUCATIONAL PLAN



# Finance and Business

If you've always been comfortable with numbers and you want to be part of an industry with many new, exciting opportunities, you could be just what these businesses are looking for - which is why you should check out the Finance and Business pathway.

When you take this pathway, you'll start out learning basic accounting principles. From there, you'll branch out into different specialties like computer applications, taxes, investments or asset management. .



**Finance and Business**

Want a career you can bank on?

- Office Clerks, General** - \$14.70 hourly, \$30,580 annual
- Payroll and Timekeeping Clerks** - \$20.38 hourly, \$42,390 annual
- Insurance Underwriters** \$22.83 - \$40.00
- Paralegal and Legal Assistants** \$20.91 - \$33.60
- Tax Examiners, Collectors and Revenue Agents** \$20.88 - \$37.23
- Executive Secretaries and Administrative Assistants** \$17.33 - \$26.80
- Real Estate Sales Agents** \$14.88 - \$37.70

Source:  
[www.WhoDoUWant2b.com](http://www.WhoDoUWant2b.com)

You can even go into the hot new field of forensic accounting, where you'll use your skills to track down white-collar criminals. Whichever branch you choose, you'll learn much more than number-crunching.

You'll learn ethics, communication and team-building skills that will help you score a great career in one of the hottest fields around. Any way you add it up, Finance and Business is a great pathway to follow.



## How much can you make?



### Technical Level Careers

(with AA or AS degree or certificate)

- Account Specialist
- Cost Estimator
- Tax Preparer
- Associate Accountant
- Administrative Assistant
- Office Manager
- Loan Specialist
- Credit Analyst
- Tax Examiner
- Insurance Claims Agent

### Professional Level Careers

(with BS or BA degree)

- Bank Officer
- Stock Broker
- Real Estate Broker
- Consultant
- Accountant Auditor
- Budget Analyst
- Appraiser
- Bank Manager
- Escrow Officer
- Financial Planner

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Has detailed descriptions of the world of work for use by job seekers, students, researchers, and more! Click on "find occupation".