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408-864-5678  
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CAOS  
Coordinator  
ATC Bldg. 203  
408-864-5734

Business & Computer  
Systems Division  
Bldg. LI Rm. LI4  
408-864-8797

Counseling Center  
Student & Community  
Services Bldg. 2nd Fl.  
408-864-5400

Career Center  
Student & Community  
Services Bldg. 2nd Fl.  
408-864-5711

## Skills Certificate (visit Department for assistance/to apply)

A passing grade ("C" or better/"P") in each required course.  
Note: each course must be completed at De Anza College.

## Certificate of Achievement Level Requirements

A minimum "C" grade in each major course.  
Note: A maximum of six (6) quarter units may be transferred from other academic institutions.

## Certificate of Achievement-Advanced Level Requirements

1. A minimum "C" grade in each major course.
2. Demonstrated proficiency in English and mathematics as evidenced by eligibility for EWRT 1A or ESL 5 and eligibility for MATH 114.

Note: A maximum of 18 quarter units may be transferred from other academic institutions.

## A.A./A.S. Degree (visit Counseling for assistance/to apply)

1. Completion of all General Education (GE) requirements (31-42 quarter units) for the A.A./A.S. degree. GE units must be completed with a minimum 2.0 GPA ("C" average).
2. Completion of all major requirements. Each major course must be completed with a minimum "C" grade.  
Major courses can also be used to satisfy GE requirements (except for Liberal Arts degrees).  
Note: A maximum of 22 quarter units from other academic institutions may be applied toward the major.
3. Completion of a minimum of 90 degree-applicable quarter units (GE and major units included). All De Anza courses must be completed with a minimum 2.0 GPA ("C" average). All De Anza courses combined with courses transferred from other academic institutions must be completed with a minimum 2.0 GPA ("C" average).  
Note: A minimum of 24 quarter units must be earned at De Anza College.

Major courses for certificates and degrees must be completed with a letter grade unless a particular course is only offered on a pass/no-pass basis.

## Administrative Assistant/Office Technology

### Skills Certificate

Skills Certificates (programs requiring fewer than 18 units) are issued by the individual departments and are not notated on official college transcripts. Please contact the department directly for assistance and to apply for Skills Certificates.

Complete each required course at De Anza College with a passing grade ("C" or better/"P").

If possible, take courses in the order they are listed below (CAOS 94 may be taken earlier in the sequence).

Complete one (1) course from: 1-1.5  
CAOS 70AA\* Elementary Keyboarding I (1.5)  
CAOS 173\* Keyboarding Skill Development (1)

\*Contact the CAOS department for procedures to substitute this course based on previous knowledge or experience.

Complete one (1) course from: 0.5-2  
CAOS 90GA\* Computer Literacy I (PC) (2)  
CAOS 100G\* Orientation to the PC (0.5)

\*Contact the CAOS department for procedures to substitute this course based on previous knowledge or experience.

|   |         |
|---|---------|
| Complete one (1) course from:                                 | 1       |
| CAOS 102L Microsoft Windows I (Windows XP) (1)                |         |
| CAOS 102M Microsoft Windows I (Windows Vista) (1)             |         |
| Complete one (1) course from:                                 | 2       |
| CAOS 91AL Word Processing I (Word XP/2002) (2)                |         |
| CAOS 91AM Word Processing I (Word 2007) (2)                   |         |
| Complete one (1) course from:                                 | 2       |
| CAOS 91BL Word Processing II (Word XP/2002) (2)               |         |
| CAOS 91BM Word Processing II (Word 2007) (2)                  |         |
| Complete:   |         |
| CAOS 94 Introduction to Internet and World Wide Web or CIS 94 | 1       |
| Total Units Required . . . . .                                | 7.5-9.5 |

## Administrative Assistant/Office Technology

### Certificate of Achievement<sup>†</sup>

|  |           |
|--|-----------|
| 1. Meet the requirements for this certificate level.                 |           |
| 2. Complete the Skills Certificate course requirements.              | 7.5-9.5   |
| 3. Complete the following:   |           |
| Complete one (1) course from:  | 2         |
| CAOS 93AL Spreadsheet I (Excel XP/2002) (2)                          |           |
| CAOS 93AM Spreadsheet I (Excel 2007) (2)                             |           |
| Complete one (1) course from:  | 2         |
| CAOS 110L Database I (Access XP/2002) (2)                            |           |
| CAOS 110M Database I (Access 2007) (2)                               |           |
| Complete one (1) course from:  | 2         |
| CAOS 130L Introduction to Business Graphics (PowerPoint XP/2002) (2) |           |
| CAOS 130M Introduction to Business Graphics (PowerPoint 2007) (2)    |           |
| Complete the following:  |           |
| CAOS 104K Introduction to Proofreading Skills                        | 1         |
| CAOS 104O Introduction to Filing                                     | 1         |
| CAOS 106 Adobe Acrobat   | 1         |
| CAOS 107G Business Office Math                                       | 2         |
| CAOS 176 Telephone Communications                                    | 1         |
| Total Units Required . . . . .                                       | 19.5-21.5 |

## Administrative Assistant/Office Technology

### Certificate of Achievement-Advanced

|   |           |
|---|-----------|
| 1. Meet the requirements for this certificate level.  |           |
| 2. Complete the course requirements listed for the Skills Certificate and the Certificate of Achievement. | 19.5-21.5 |
| 3. Complete the following:  |           |
| CAOS 84A Business English I   | 2         |
| CAOS 108 Personal Computer Security Basics or CIS 108   | 4         |
| CAOS 180J Spelling Skills   | 1         |
| Complete one (1) course from:   | 2         |
| CAOS 111L Database II (Access XP/2002) (2)  |           |
| CAOS 111M Database II (Access 2007) (2)   |           |

<sup>†</sup> This certificate was submitted for State approval. Please check with the department for the status.

|  |   |           |
|--|---|-----------|
| Complete a minimum of four (4) units from the following: |   | 4         |
| CAOS 113A  | Web Authoring Software (Dreamweaver) (4)    |           |
| CAOS 113I  | Web Authoring Software I (Dreamweaver) (2)  |           |
| CAOS 113Q  | Web Authoring Software II (Dreamweaver) (2) |           |
| Total Units Required . . . . .                           |   | 32.5-34.5 |

## Administrative Assistant/ Office Technology

### A.A. Degree

1. Meet the AA/AS degree requirements.
2. Complete the course requirements listed for the Skills Certificate, the Certificate of Achievement, and the Certificate of Achievement-Advanced. 32.5-34.5
3. Complete the following:

|           |  |   |
|-----------|--|---|
| BUS 56    | Human Relations in Business                    | 5 |
| BUS 85    | Business Communication                         | 3 |
| CAOS 81H  | 10-Key and Electronic Calculator               | 1 |
| CAOS 98X* | Internship, Business/Computer Systems Division | 4 |

\*Contact the CAOS department for procedures to substitute work experience as an Administrative Assistant for this course.

Complete a minimum of four (4) units from the following which do not duplicate courses chosen from the lists above: 4

|           |  |  |
|-----------|--|--|
| ACCT 1A   | Financial Accounting I (5)                     |  |
| BUS 10    | Introduction to Business (5)                   |  |
| CAOS 90GA | Computer Literacy I (PC) (2)                   |  |
| CAOS 100G | Orientation to the PC (0.5)                    |  |
| CAOS 104I | Ten-Key on the Microcomputer (0.5)             |  |
| CAOS 105  | Introduction to HTML (1)                       |  |
| CAOS 111M | Database II (Access 2007) (2)                  |  |
|           | or CAOS 111L                                   |  |
| CAOS 112A | Digital Imaging Software (Photoshop) (4)       |  |
| CAOS 112I | Digital Imaging Software I (Photoshop) (2)     |  |
| CAOS 112Q | Digital Imaging Software II (Photoshop) (2)    |  |
| CAOS 114A | Web Graphics/Animation Software (Flash) (3)    |  |
| CAOS 115A | E-Commerce Software (Dreamweaver/UltraDev) (3) |  |
| CAOS 116I | Web Development Graphics Software I (2)        |  |
| CAOS 116Q | Web Development Graphics Software II (2)       |  |
| CAOS 118A | Advanced Web Graphics (Flash) (2)              |  |
| CAOS 161  | Computer Forensics (4)                         |  |
|           | or CIS 161                                     |  |
| CAOS 173  | Keyboarding Skill Development (1)              |  |
| CAOS 180G | Job Finding Techniques (1)                     |  |
| SPCH 10   | Fundamentals of Oral Communication (4)         |  |

Major Administrative Assistant/  
Office Technology 49.5-51.5 units

GE General Education (31-42 units)  
Electives Elective courses req'd. when major  
units plus GE units total is less than 90  
Total Units Required . . . . . 90 units