

**ADMINISTRATIVE ASSISTANT**

Associate Degree Major or Certificate

<b>Required Program:</b>			<b>Units`</b>
_____	BA 0920	Practical Accounting	3
_____	BA 0950	Beg Word Proc/Keyboard	3
_____	BA 0951	Electronic Office	3
_____	BA 0959	Business & Practical Math	3
_____	BA 1006	Introduction to Business	3
_____	BA 1550	Intermediate Word Proc/Keyboard	3
_____	BA 2949	Work Experience	2
_____	CSCI 1001	Introduction to Comp Science	3
_____	CSCI 1024	Beginning Spreadsheets	3
Complete one of the following courses:			2.0 – 3.0
_____	BA 0961	Strong Individual/Strong Communities (3)	
_____	BA 1015	Human Relations in Business (3)	
<b>Total Units Required:</b>			<b>29</b>

For an Associate Degree, students must also complete general education requirements. Please refer to the Associate Degree general education requirements in the Schedule of Classes for a list of acceptable courses. Make an appointment with a COS counselor for assistance in completing the general education requirements

*Note: Students must receive a "C" grade or better in all major or certificate coursework.*

**Completion of math, writing and reading assessments are required for enrollment in any certificate or AA/AS degree program. Please contact Counseling Services for more information: (530) 938-5353.**