College of the Siskiyous

OFFICE ASSISTANT

Associate Degree Major or Certificate

Advisory Course:			**Units**
_____	OA 0954	Keyboarding I	3

Required Program:			**Units**
_____	BA 1004	Business Communications	3
_____	BA 0958	Business English	3
_____	BA 0959	Business & Practical Math	3
_____	OA 1502	Keyboarding II - Format	3
_____	OA 1014	Filing and Records Management	3
_____	OA 1025	Beginning Word Processing	3
_____	OA 1033	Electronic Calculators	1
_____	OA 1040	Office Procedures	3

Complete one of the following courses: 2 – 4

_____ CSCI1016 Introduction to the Internet (2)
_____ CSCI1020 Introduction to Computer Applications (2)
_____ OA 1024 Beginning Spreadsheets (3)
_____ OA 1026 Advanced Word Processing (3)
_____ OA 0958 Practical Accounting I (3) **OR**
_____ OA 0901 Introduction to Practical Accounting (2)
_____ OA 0902 Practical Accounting-Special Journals (1)
_____ OA 0903 Practical Accounting-Payroll & Banking (1)

Total Units Required: **24 - 26**

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.