



PROGRAM PATHWAY

Business Administrative Assistant Associate Degree and Certificate

Disclaimer

^WE 220 has a variable unit option of 1-4. In order to reach 60 degree applicable units, a total of 2 or more units are recommended, unless the additional (1) degree-applicable unit is made up in another area.

*Enrollment in college level English and Mathematics courses requires appropriate placement scores on assessment tests and/or completion of the appropriate prerequisite coursework. All students should see a counselor for a customized Student Education Plan (SEP) before enrolling in college courses. The SEP provides students with individually appropriate course recommendations and planning by taking into account each student's assessment results and course completion history.

Required keyboarding skill level for the degree and certificate

Keyboarding skill level 50 nwpm. (BUS 154, Beginning Keyboarding and Document Formatting and BUS 156, Keyboarding: Speed and Accuracy, may be helpful in obtaining this skill level.)

Transfer Preparation

Associate degrees require the completion of certain general education courses. Transfer programs may require the completion of additional coursework depending on the institution. It is advisable to meet with an academic counselor for more information.

Associate Degree Course Sequence

The schedule below is based on a fall semester start and completion of appropriate prerequisites.

Fall 1st Semester	BUS 180	BUS 126	Natural Science	Humanities	HE 102
Units (15)	4	3	3	3	3
Requirement	I	I	VB	VC	IIIB
Winter Intersession	BUS 172				
Units ()	3				
Requirement	I				
Spring 2nd Semester	CIS 101	PE 100	ENGL 110	HIST 120 or 121	POLS 102
Units (16)	3	2	4	3	3
Requirement	I	IIIC	IVB + VA1	IIIA	IIIA
Fall 3rd Semester	BUS 136	BUS 105	PE Activity	MATH 091	
Units (13)	3	2	1	5	
Requirement	I	I	IIIC	IVA	
Spring 4th Semester	BUS 210	BUS 260	WE 201 + WE 220 [^]	Social & Behavioral Science	Elective to reach 60 units
Units (16)	4	3	1 + 2 [^]	3	3
Requirement	I	I + VA2	I	VD	VE

Total Units: 60

Certificate Course Sequence

The schedule below is based on a fall semester start and completion of appropriate prerequisites.

Fall 1st Semester	BUS 180	BUS 126	BUS 136	BUS 105	
Units (13)	4	3	3	2	
Winter Intersession	BUS 172				
Units ()	3				
Requirement					
Spring 2nd Semester	CIS 101	BUS 210	BUS 260	WE 201	WE 220
Units (13)	3	4	3	1	1

Total Units: 27