



**BUSINESS
MANAGERIAL ASSISTANT
2015-2016**

Name: _____

SSN/ID: _____

Date: _____

Complete the following program of study:

Certificate of Achievement (R.2180.CA) Major requirements (20 units minimum) A grade of "C" or better is required in the following courses:	C-ID	units	completed	in progress	planned
ACCTG 40 – Applied Accounting		4			
BA 5 – Business Communications		3			
BA 10 – Introduction to Business	BUS 110	3			
BA 15 – Introduction to Management		3			
BA 19V – Cooperative Work Experience, Business		1			
BA 33 – Human Relations in Business		3			
IS 15 – Computer Concepts	ITIS 120	3			

Note: Accounting 4A (ACCTG 4A - Financial Accounting) will be allowed as a substitute for ACCTG 40.

Faculty Advisors: Ms. Tamara Epperson (Madera), Mr. Eric Nasalroad (Reedley), and Mr. Michael Sorensen (Reedley)