



**BUSINESS  
MANAGERIAL ASSISTANT  
2005-2006**

Name: \_\_\_\_\_

SSN/ID: \_\_\_\_\_

Date: \_\_\_\_\_

Complete the following program of study:

<b>Certificate of Achievement</b> <b>Major requirements (19 units minimum)</b>	<b>units</b>	<b>completed</b>	<b>in progress</b>	<b>planned</b>
ACCTG 40 – Applied Accounting	3			
BA 5 – Business Communications	3			
BA 10 – Introduction to Business	3			
BA 15 – Introduction to Management	3			
BA 33 – Human Relations in Business	3			
COTR 19V – Occupational Cooperative Work Experience	1			
IS 15 – Computer Concepts	3			

Faculty Advisors: Dr. Anne Cremarosa (Reedley), Mr. Robert Haller (North Centers), and Mr. Sergio Rodriguez (Reedley)