



**BUSINESS
MANAGERIAL ASSISTANT
2011-2012**

Name: _____

SSN/ID: _____

Date: _____

Complete the following program of study:

Certificate of Achievement (R.2180.CA) Major requirements (19 units minimum) A grade of "C" or better is required in the following courses:	units	completed	in progress	planned
ACCTG 40 – Applied Accounting	3			
BA 5 – Business Communications	3			
BA 10 – Introduction to Business	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	3			

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