



**BUSINESS  
MANAGERIAL ASSISTANT  
2012-2013**

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

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

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

Complete the following program of study:

<b>Certificate of Achievement</b> <b>(R.2180.CA)</b> <b>Major requirements (19 units minimum)</b> <b>A grade of "C" or better is required in the following courses:</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 19V – Cooperative Work Experience, Business	1			
BA 33 – Human Relations in Business	3			
IS 15 – Computer Concepts	3			

Note: Accounting 1A (ACCTG 1A - Principles of 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)