



**BUSINESS  
MANAGERIAL ASSISTANT  
2014-2015**

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

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

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

Complete the following program of study:

<b>Certificate of Achievement</b> <b>(R.2180.CA)</b> <b>Major requirements (20 units minimum)</b> <b>A grade of "C" or better is required in the following courses:</b>	<b>C-ID</b>	<b>units</b>	<b>completed</b>	<b>in progress</b>	<b>planned</b>
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	BUS 140 or 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)