

PROGRAM OF STUDY

Managerial Assistant Certificate of Achievement

Students who complete the outlined course of study will be prepared for intermediate supervisory positions as a managerial assistant. They will have acquired the necessary skills, education, and classroom experience to understand how businesses function, the role that management plays in effective business operations, and the many facets of organizational behavior and employee motivation in the workplace. They will be able to apply these skills in the workplace.

Required Courses		Units
ACCTG40	Applied Accounting	4
BA5	Business Communications	3
BA10	Introduction to Business	3
BA15	Introduction to Management	3
BA33	Human Relations in Business	3
BA19V	Cooperative Work Experience, Business	1
IS15	Computer Concepts	3

Total Units	20
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Effective Term: Fall 2013

PID 391