



This program will provide you with the course work necessary for employment above the entry level in the secretaries fields in the private and governmental sectors.

**GENERAL EDUCATION REQUIREMENTS (18 crs)**

**COMPLETED**      **Planned Timeline  
(By Semester)**

**Communications (6 crs)**

- ENG 111 English Composition I (3)  
*Pre-requisite: ENG 109 or adequate score on the Course Placement Evaluation*
- SPCH 130 Public Speaking (3)  
*Pre-requisite: ENG 109 or adequate score on the Course Placement Evaluation*

**Math/Computers/Lab Sciences (6 crs)**

- BA 200 Business Computer Applications (3)
- BA 117 Business Math (3)

**Social/Behavioral Sciences (3 crs)**

- Electives (3) \_\_\_\_\_  
*Pre-requisite: ENG 109 or adequate score on the Course Placement Evaluation*

**Humanities and Fine Arts (3 crs)**

- Electives (3) \_\_\_\_\_  
*Pre-requisite: ENG 109 or adequate score on the Course Placement Evaluation*

**HEALTH, PHYSICAL EDUCATION & RECREATION (1 CRS)**

- Elective (1) \_\_\_\_\_

**PROGRAM REQUIREMENTS (48 crs)**

- BA 225 Excel (3)
- BA 226 PowerPoint (3)
- BA 227 Advanced Excel (3)  
*Pre-requisite: BA 225*
- BA 242 Business Information Systems (3)
- BA 250 Business Communications (3)  
*Pre-requisite: ENG 111*
- OA 101 Business Editing Skills (3)
- OA 103 Principles of Keyboarding (3)
- OA 113 Notehand (3)
- OA 115 Files Management (3)
- OA 117 Time Management (3)
- OA 135 Introduction to Accounting (3)
- OA 249 Microsoft Word (3)
- OA 251 Advanced Word (3)  
*Pre-requisite: OA 249*
- OA 265 Access (3)
- OA 267 Advanced Access (3)  
*Pre-requisite: OA 265*

**Choose one of the following:**

- OA 260 Adobe Pagemaker (3)
- OA 261 Desktop Publishing: MSPublisher (3)

**TOTAL CREDIT HOURS 67**

# Educational Planning Form (Semester)

Name \_\_\_\_\_ Date \_\_\_\_\_  
Major \_\_\_\_\_ Student ID \_\_\_\_\_

<b>Fall Semester</b>	<b>Spring Semester</b>	<b>Summer</b>
<b>Total Units</b>	<b>Total Units</b>	<b>Total Units</b>
<b>Fall Semester</b>	<b>Spring Semester</b>	<b>Summer</b>
<b>Total Units</b>	<b>Total Units</b>	<b>Total Units</b>
<b>Fall Semester</b>	<b>Spring Semester</b>	<b>Summer</b>
<b>Total Units</b>	<b>Total Units</b>	<b>Total Units</b>

**Advisor's Signature** \_\_\_\_\_

**Student Signature** \_\_\_\_\_