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)**

**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)**
- Choose from the following discipline areas: Anthropology, Economics, Geography, Political Science Psychology, or Sociology
- **Electives (3)**
  - **Pre-requisite**: ENG 109 or adequate score on the Course Placement Evaluation

**Humanities and Fine Arts (3 crs)**
- Choose from the following discipline areas: Art (theory only), History, Humanities, Literature, Music (theory only) Philosophy, or Theatre (theory only)
- **Electives (3)**
  - **Pre-requisite**: ENG 109 or adequate score on the Course Placement Evaluation

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

**PROGRAM REQUIREMENTS (46 crs)**
- **OA 115** Files Management (3)
- **OA 118** Professional Development (3)
- **OA 135** Introduction to Accounting (3)
- **OA 236** Administrative Procedures (3)
  - **Pre-requisites**: OA 111, ENG 111, BA 200
- **OA 249** Microsoft Word (3)
- **OA 261** Desktop Publishing: MSPublisher (3)
  - **Pre-requisite**: OA 249
- **OA 265** Access (3)
- **OA 266** Integrated Computer Applications (3)
  - **Pre-requisites**: OA 249, OA 265, BA 225, BA 226
- **VC 175** Internet Publication I (4)
- **BA 225** Excel (3)
- **BA 226** PowerPoint (3)
- **BA 240** Principles of Management (3)
  - **Pre-requisite**: ENG 109
- **BA 242** Business Information Systems (3)
- **BA 250** Business Communications (3)
  - **Pre-requisite**: ENG 111
- **BA/OA Elective (3)**

**TOTAL CREDIT HOURS 65**
# Educational Planning Form (Semester)

<table>
<thead>
<tr>
<th></th>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Units</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fall Semester</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Summer</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Advisor’s Signature** 

**Student Signature**