



Certificate  
**Administrative Assistant**

This program provides you with the basic to advanced skills required to work in the Windows environment. The practical, hand-on approach will enable you to use the skills learned with all the software used in an administrative position.

**GENERAL EDUCATION REQUIREMENTS (6 crs)**

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

**Communications (3 crs)**

ENG 109 Basic English II (3)

*Pre-requisite: ENG 108 or adequate score on the Course Placement Evaluation*

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**Mathematics (3 crs)**

BA 117 Business Math (3)

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**PROGRAM REQUIREMENTS (33 crs)**

BA 200 Business Computer Applications (3)

BA 225 Excel (3)

BA 227 Advanced Excel (3)

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*Pre-requisite: BA 225*

OA 101 Business Editing Skills (3)

OA 103 Principles of Keyboarding (3)

OA 249 Microsoft Word (3)

OA 251 Advanced Word (3)

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*Pre-requisite: OA 249*

OA 265 Access (3)

OA 267 Advanced Access (3)

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*Pre-requisite: OA 265*

OA 260 Adobe Pagemaker (3)

OA 261 Desktop Publishing: MSPublisher (3)

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**TOTAL CREDIT HOURS 39**

# 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** \_\_\_\_\_