



Certificate
Clerk Receptionist

This program will provide you with the course work necessary to find employment as an administrative assistant in business and government offices.

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

Mathematics (3 crs)

BA 117 Business Math (3)

PROGRAM REQUIREMENTS (21 crs)

BA 200 Business Computer Applications (3)

OA 101 Business Editing Skills (3)

OA 103 Principles of Keyboarding (3)

OA 117 Time Management (3)

OA 249 Microsoft Word (3)

Choose **one** of the following two courses:

BA 225 Excel (3)

OA 265 Access (3)

Choose **one** of the following two courses:

OA 260 Adobe Pagemaker (3)

OA 261 Desktop Publishing: MSPublisher (3)

TOTAL CREDIT HOURS 27

Educational Planning Form (Semester)

Name _____ Date _____

Major _____ Student ID _____

Fall Semester	Spring Semester	Summer
Total Units	Total Units	Total Units
Fall Semester	Spring Semester	Summer
Total Units	Total Units	Total Units
Fall Semester	Spring Semester	Summer
Total Units	Total Units	Total Units

Advisor's Signature _____

Student Signature _____

