

2017-2018

Certificate of Achievement in Managerial Assistant

Complete the following program of study (Major C.2180.CA). Major requirements (20 units minimum).

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.

Name: _____ Student ID: _____ Date: _____

Course Overview and Selection

Core Courses:

Course	Course Description	Units	Completed	In Progress	Planned
*ACCTG 40	Applied Accounting	4			
BA 5	Business Communications	3			
BA 10	Introduction to Business	3			
BA 15	Introduction to Management	3			
BA 19V	Cooperative Work Experience, Business	1			
BA 33	Human Relations in Business	3			
IS 15	Computer Concepts	3			

Notes:

*Accounting 4A (ACCTG 4A- Financial Accounting) will be allowed as a substitute for ACCTG 40.

Comments: