

## ADVISOR WORKSHEET

### CERTIFICATE – BUSINESS ASSISTANT EFFECTIVE FALL 2019 – SUMMER 2021 Total Credit Requirements 30

Student \_\_\_\_\_  
Date \_\_\_\_\_  
Advisor \_\_\_\_\_

GENERAL EDUCATION REQUIREMENTS		CRS	SEMESTER			YEAR	GR	COMMENTS
	<b>Communications - 3 Credits</b>		FA	SP	SU			
WRIT 101/104	College Writing/Workplace Communications	3	FA	SP	SU			
	<b>Computer Applications - 3 Credits</b>							
CAPP 131	BASIC MS OFFICE	3	FA	SP	SU			
	<b>Human Relations - 1 Credit</b>							
HS 100	Human Relations	1	FA	SP	SU			
	<b>Mathematics – 3-4 Credits</b>							
M 111/121	Technical Mathematics/College Algebra	3-4	FA	SP	SU			
<b>Total General Education credits required for degree</b>		<b>10-11</b>						
PROGRAM OF STUDY COURSES		CRS	SEMESTER			YEAR	GR	COMMENTS
ACTG 201	Principles of Financial Accounting	4	FA	SP	SU			
ACTG 180/ACTG 202	Payroll Accounting / Principles of Managerial Accounting	3-4	FA	SP	SU			
TASK 145	Records Management	3	FA	SP	SU			
TASK 210	Office Success Strategies	3	FA	SP	SU			
WRIT 122	Business Writing	3	FA	SP	SU			
CAPP 156	Microsoft Excel	3	FA	SP	SU			
<b>Total Program of Study credits required for degree.</b>		<b>19-20</b>						
<b>Total credits required for degree.</b>		<b>30</b>						

\*\*Students who opt for M 111 must take ACTG 202; Student who opt for M 121 may take either ACTG 202 or ACTG 180 to meet the min 30 Credit Requirement