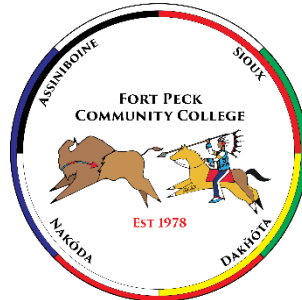


ADVISOR WORKSHEET



CERTIFICATE - BUSINESS ASSISTANT EFFECTIVE FALL 2021 - SUMMER 2023 Total Credit Requirements 29-30

Student _____
 Date _____
 Advisor _____

GENERAL EDUCATION REQUIREMENTS		CRS	SEMESTER			YEAR	GR	COMMENTS
Communications - 3 Credits			FA	SP	SU			
WRIT 101/104	College Writing/Workplace Communications	3	FA	SP	SU			
Computer Applications - 3 Credits								
CAPP 131	BASIC MS OFFICE	3	FA	SP	SU			
Human Relations - 1 Credit								
HS 100	Human Relations	1	FA	SP	SU			
Mathematics - 3 Credits								
M 111/121	Technical Mathematics/College Algebra	3	FA	SP	SU			
Total General Education credits required for degree		10						
PROGRAM OF STUDY COURSES		CRS	SEMESTER			YEAR	GR	COMMENTS
ACTG 201	Principles of Financial Accounting	4	FA	SP	SU			
ACTG 202	Principles of Managerial Accounting	4	FA	SP	SU			
OR	or							
ACTG 180	Payroll Accounting	3	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			
Total Program of Study credits required for degree.		19-20						
Total credits required for degree.		29-30						