



College of the Siskiyous

# ADMINISTRATIVE ASSISTANT

Associate Degree Major or Certificate

<b>Advisory Course:</b>		<b>Units</b>
_____ OA 54	Keyboarding I	3
<b>Required Program:</b>		<b>Units</b>
_____ BA 4	Business Communications	3
_____ BA 6	Introduction to Business	3
_____ BA 15	Human Relations in Business	3
_____ BA 58	Business English	3
_____ BA 59	Business & Practical Math	3
_____ OA 2	Keyboarding II - Format	3
_____ OA 3	Keyboarding III - Production	3
_____ OA 10	Introduction to Database	2
_____ OA 14	Filing and Record Management	3
_____ OA 24	Beginning Spreadsheets	2
_____ OA 25	Beginning Word Processing	3
_____ OA 26	Advanced Word Processing	3
_____ OA 33	Electronic Calculators	1
_____ OA 40	Office Procedures	3
Complete one of the following courses:		2.0 – 3.0
_____ CSCI 16	Introduction to the Internet (2)	
_____ CSCI 20	Introduction to Computer Applications (2)	
_____ NURS 45	Medical Terminology (3)	
_____ OA 58	Practical Accounting (3) <b>OR</b>	
_____ OA 57A	Introduction to Practical Accounting (2)	
_____ OA 57B	Practical Accounting-Special Journals (1)	
_____ OA 57C	Practical Accounting-Payroll & Banking (1)	
<b>Total Units Required:</b>		<b>40 - 42</b>

For an Associate Degree, students must also complete general education requirements. Please refer to the Associate Degree general education requirements in the Schedule of Classes for a list of acceptable courses. Make an appointment with a COS counselor for assistance in completing the general education requirements.

**Note: Students must receive a "C" grade or better in all major or certificate coursework.**

**Completion of math, writing and reading assessments are required for enrollment in any certificate or AA/AS degree program. Please contact Counseling Services for more information: (530) 938-5353.**