



OFFICE ASSISTANT

Associate Degree Major or Certificate

Advisory Course:	Units
_____ OA 54 Keyboarding I	3
Required Program:	Units
_____ BA 4 Business Communications	3
_____ BA 58 Business English	3
_____ BA 59 Business & Practical Math	3
_____ OA 2 Keyboarding II - Format	3
_____ OA 14 Filing and Records Management	3
_____ OA 25 Beginning Word Processing	3
_____ OA 33 Electronic Calculators	1
_____ OA 40 Office Procedures	3

Complete one of the following courses: 2 – 4

- _____ CSCI 16 Introduction to the Internet (2)
- _____ CSCI 20 Introduction to Computer Applications (2)
- _____ OA 24 Beginning Spreadsheets (3)
- _____ OA 26 Advanced Word Processing (3)
- _____ OA 58 Practical Accounting I (3) **OR**
- _____ OA 57A Introduction to Practical Accounting (2)
- _____ OA 57B Practical Accounting-Special Journals (1)
- _____ OA 57C Practical Accounting-Payroll & Banking (1)

Total Units Required: 24 - 26

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.