



LEARNING AND CAREER PATHWAY

Business Administrative Assistant Associate in Science (AS) Degree and Certificate

Placement

Enrollment in college level English and Mathematics courses requires appropriate placement as defined by AB705. All students should see a counselor for a customized Student Education Plan (SEP) before enrolling in college courses. The SEP provides students with individually appropriate course recommendations and accounts for course prerequisite sequencing.

Transfer Preparation

Associate degrees require the completion of certain general education courses. Transfer programs may require the completion of additional coursework depending on the institution. It is advisable to meet with an academic counselor for more information.

Associate Degree Course Sequence

The schedule below is based on a fall semester start and completion of appropriate prerequisites.

Fall 1st Semester	BUS 180	BUS 126	Natural Science	Humanities	HE 102
Units (X)	4	3	3	3	3
IVC GE Req	I	I	VB	VC	IIIB
CSU GE-B Req					
IGETC Req					
Winter Intersession	BUS 172				
Units (X)	3				
IVC GE Req	I				
CSU GE-B Req					
IGETC Req					
Spring 2nd Semester	CIS 101	PE 100	ENGL 110	HIST 120 or 121	POLS 102
Units (X)	3	2	4	3	3
IVC GE Req	I	IIIC	IVB + VA1	IIIA	IIIA
CSU GE-B Req					
IGETC Req					
Fall 3rd Semester	BUS 136	BUS 105	PE Activity	MATH 091 or MATH 098	
Units (X)	3	2	1	5	
IVC GE Req	I	I	IIIC	IVA	
CSU GE-B Req					
IGETC Req					
Spring 4th Semester	ACCT 210	BUS 260	WE 201 + WE 220 [^]	Social & Behavioral Science	Elective to reach 60 units
Units (X)	4	3	1 + 2 [^]	3	3
IVC GE Req	I	I + VA2	I	VD	VE
CSU GE-B Req					
IGETC Req					

Total Units: 60

Certificate Course Sequence

The schedule below is based on a fall semester start and completion of appropriate prerequisites.

Fall 1st Semester	BUS 180	BUS 126	BUS 136	BUS 105	
Units (12)	4	3	3	2	
Winter Intersession	BUS 172				
Units (3)	3				
Spring 2nd Semester	CIS 101	ACCT 210	BUS 260	WE 201	WE 220
Units (12)	3	4	3	1	1

Total Units: 27