## Program Mapping Template (Program: <br> Administrative Assistant

- AA $\square$ AS
$\square$ AA-T
AS-T
COA
$\square C C$
This is an example course sequence. All plans can be modified to fit the needs of part-time students by adding more semesters. Students must meet with a counselor to complete an individualized educational plan.

SEMESTER 1 - FALL

| Courses | Units | Semesters Offered | Prereq? | Advisory Notes |
| :---: | :---: | :---: | :---: | :---: |
| BUSN 40 (Intro to Business) | 3 |  |  |  |
| CIS 50 (Intro. to Comp Inf. Tech) | 3-4 |  |  |  |
| Eng 1A or 1Aex | 3-4 |  |  |  |
| CIS 88A \& 88B | 3 |  |  |  |
| Wrkx 94 or 95 | 1-3 |  |  |  |
| SEMESTER TOTAL | 13 |  |  |  |

## SEMESTER 2 -SPRING

| Courses | Units | Semesters <br> Offered | Prereq? | Advisory Notes |  |
| :---: | :---: | :---: | :---: | :--- | :---: |
| *Mathematics GE | $3-4$ |  |  | *Math GE may be satisfied by HS coursework (see catalog). |  |
| Elective units may still be required. |  |  |  |  |  |

SEMESTER 3 - SUMMER

| Courses | Units | Semesters <br> Offered | Prereq? |  |
| :--- | :--- | :--- | :--- | :--- |
|  |  |  |  | Advisory Notes |
|  |  |  |  |  |
| SEMESTER TOTAL |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

SEMESTER 4 - FALL

| Courses | Units | Semesters <br> Offered | Prereq? | Advisory Notes |
| :---: | :---: | :---: | :---: | :---: |
| Busn 51 or 1A | $3-4$ |  |  |  |
| 28 or 32, Hum 10, Mus 3, 4, 5 or 13, \& Thea 4 |  |  |  |  |

SEMESTER 5 -SPRING

| Courses | Units | Semesters Offered | Prereq? | Advisory Notes |
| :---: | :---: | :---: | :---: | :---: |
| CIS 54 (Excel Intro to Spreadsheets) | 4 |  |  | List B options include: (see catalog) |
| Health GE | 3 |  |  |  |
| Natural Science GE | 3 |  |  |  |
| List B (major) | 6-7 |  |  |  |
| Kin activity | 1 |  |  |  |
| SEMESTER TOTAL | 17 |  |  |  |
| Total Major Coursework | 39 |  |  |  |
| Total Units Required | 61 |  |  |  |

