Treasure Valley Community College

Advising Worksheet

Office Assistant

Career Pathway - Business Office-Administration - (Major Code 2196)

Career Pathways Certificate is awarded to students fulfilling the following requirements

Courses	Cr.	Qtr.	Gr.	
FALL:				Office Assistant (17 credits)
BA 131 Intro to Business Computing	4			
BA 204 Teamwork Dynamics	3			
OA 116 Office Procedures	3			BA 211Z Principles of Financial Accounting
WINTER:				BA 131 Intro to Business Computing
BT 221 Word Processing I	3			OA 116 Office Procedures
SPRING:				
BA 211Z Principles of Financial Accounting	4			BA 204 Teamwork Dynamics
SUMMER:				BT 221 Word Processing I
Total	17			