Business Information Worker - Administrative Assistant (Certificate)
CERTIFICATE PROGRAM MAP

wcc.yccd.edu/gnbus

✔ Earn a Certificate of Achievement that can lead directly to employment or continued studies toward an associate degree

WOODLAND COMMUNITY COLLEGE

BUSINESS, HOSPITALITY & ENTREPRENEURSHIP

Recommended Course Sequence

The program map below is a sequence of courses you can follow to efficiently complete your degree requirements. This map does not replace your Student Education Plan, so be sure to talk with a WCC counselor to pick the right courses for your academic goals.

SEMESTER 1 — YOUR FIRST FALL SEMESTER

MAJOR REQUIREMENT	3.0 UNITS	MAJOR REQUIREMENT	1.0 UNITS
BCA15 Business Computer Applications - Beginning		**BCA66** Microsoft Outlook	

MAJOR REQUIREMENT	1.5 UNITS	MAJOR REQUIREMENT	3.0 UNITS
BCA20 Computer Calculation		**GNBUS72** Introduction to Business Information Worker	

SEMESTER 2

MAJOR REQUIREMENT	3.0 UNITS	MAJOR REQUIREMENT	1.0 UNITS
BCA60 Computer Keyboarding		**BCA37** Microsoft Access II	

MAJOR REQUIREMENT	3.0 UNITS	MAJOR REQUIREMENT	3.0 UNITS
GNBUS56 Business Mathematics		**ACCT50** General Accounting	

MAJOR REQUIREMENT	3.0 UNITS	MAJOR REQUIREMENT	1.0 UNITS
ACCT3 Computerized Accounting		**BCA38** Microsoft Access III	

MAJOR REQUIREMENT	1.0 UNITS	MAJOR REQUIREMENT	3.0 UNITS
BCA33 Microsoft Excel II		**GNBUS21** Business Communications	

SEMESTER 3

MAJOR REQUIREMENT	1.0 UNITS	MAJOR REQUIREMENT	1.0 UNITS
BCA64 Microsoft Word II		**BCA68** Records and Information Management	

MAJOR REQUIREMENT	1.0 UNITS
BCA67 Adobe Acrobat	

For more information about General Education requirements for graduation, visit wcc.yccd.edu/catalog or talk to a counselor.

This program belongs to the Business, Hospitality and Entrepreneurship Interest Area

Interest Areas at WCC bring together support services and staff around groupings of related majors.

BUSINESS, HOSPITALITY & ENTREPRENEURSHIP

Explore majors and support services in this area:

» wcc.yccd.edu/areas

Meet with a counselor to create your education plan:

» wcc.yccd.edu/counseling

Prepare for careers

- Administrative Assistant
- Office Manager
- Receptionist
- Customer Service Professional
- Department Manager
- Shift Manager
- Office Professional

Get help finding jobs and planning your career:

» wcc.yccd.edu/career-center