

College: Chemeketa Community College

PROGRAM: Business Technology

Accounting Administrative Assistant

High School: Kennedy

DEGREE/CERT.: (Associates)

HIGH SCHOOL COURSES

Grade		9TH	10TH	11TH	12TH
Required and/or Recommended	ENGLISH	Communications 1	Communications 2	Communications 3	Communications 4/College Writing (WR121)
	MATH	Algebra I	Geometry	Algebra II	Coll. Algebra (MTH111)/ Trig. (MTH 112)
	SCIENCE	Environmental Science	Biology		
	SOCIAL STUDIES	Global Studies		US History	Economics/Personal Finance/Government
	CAREER/TECHNICAL	Keyboarding	Accounting 1/ Computer Applications 1	Accounting 2/ Careers (CG110)/ Computer Applications 2	Accounting 3/ Business Law 1
	EXTENDED APPLICATION (Diploma Requirement)	(Career Exploration)	(Teamwork and Communication)	(Problem-Solving)	(Project Management)

COLLEGE COURSES (Bolded courses may be offered through College Credit Now)

Pre-requisites	First Year			Second Year		
BT084 Business English 1	BT061 Electronic Calculators	BT128 Intro. to Records Management	CA118D Internet for the Office Environment	BA177 Payroll	BT280C Cooperative Work Experience	CS125 Excel-Workbooks
MTH060 Introductory Algebra +	BT085 Business English 2	BT130 Customer Service	CA122 Keyboard Skillbuilding	BA214 Business Communications	CA118E Outlook Basics	MTH070 Elementary Algebra+
RD090 College Textbook Reading	BT090 Bookkeeping	CA091 Quickbooks-Computerized Bookkeeping	CA201D Microsoft Word Processing 1	BA228 Computer Accounting Applications	CA208 Workplace Presentation Using PowerPoint	PSY104 Psychology in the Workplace +
CA121 Keyboarding A	BT099 Proofreading/Editing	CA118A Microsoft Windows Basics	CA202D Microsoft Word Processing 2	BA251 Office Management	CA230 Executive Office Simulation	Accounting Administrative Assistant Electives (9 cr. - see attached)
	BT116 Office Procedures	CA118B1 Excel Basics 1	CA213 Integrating Office Procedures	BT086 Personal and Professional Development	CA232 Integrating Office Applications	
	BT120 Professional Communication Skills	CA118C1 Access Basics	CS101 Intro. to Microcomputer Applications			
			MTH062 Business Applications Using Mathematics +			