



[Catalog 2025- 2026]

OIS Admin. Office Assistant Bilingual (Certificate of Achievement) | Major Code A2045

This sample course map is an example of one way to complete this certificate program. It does not represent a contract or guarantee of course availability, nor does it replace meeting with a [Counselor](#) to discuss your goals and create a custom [Student Education Plan](#) designed to fit your unique needs.

1st Semester Recommendation:

Course	Course Title	Units
BUS 70	Keyboarding I	1
CIS 122B (only offered in the Fall)	Spreadsheet: Software	1
BUS 200A	Microsoft Word: Beginning	2.5
BUS 210	Business English	3

Total semester units: 7.5 Units

2nd Semester Recommendation:

Course	Course Title	Units
BUS 71	Keyboarding II	1
BUS 200B	Microsoft Word: Advanced	2.5
BUS 206	Filing and Records Management	2.5
BUS 290	Work Experience in Business I	2

Total semester units: 8 Units

SUMMER TERM

***IMPORTANT Business 218 is only offered during the summer.**

Course	Course Title	Units
BUS 218	Procedures for Office Professionals	4

Total semester units: 4 Units

Total Program Units: 19.5 Units

Disclaimers:

- This program map is designed with Fall as a first semester; however, this is not required. [Schedule a Counseling appointment](#) to develop a comprehensive student education to achieve your goal.
- **Catalog Rights:** *[Excerpt from 2025-2026 Southwestern College Catalog]*
A student's catalog rights are established at the time of entrance and completion of a course at Southwestern College.
- **Continuous Enrollment:** *[Excerpt from 2025-2026 Southwestern College Catalog]*
Continuous enrollment is defined as completion of a course during at least one semester or two quarters in a calendar year, including summer session. Completing a course is defined as receiving a grade of A, B, C, D, F, I, Pass (P), or No Pass (NP). Receiving a grade of "W", "EW" or "MW" will not satisfy the requirements for completing a course. The grade of "EW" or "MW" does not disqualify a student from continuous enrollment.

USE: Certificates of Proficiency, Certificate of Achievement