

Name _____ SID#: _____

MAJOR: BUSINESS - ACCOUNTING
(Certificate of Achievement and Associate in Science Degree)

CERTIFICATE CORE REQUIREMENTS	Units	Other Colleges	N	IP	C
BUSC 117A or B Business Machine Calculations I or II	.5				
BUSC 121 Accessing Business Info. Via WWW	1				
BUSI 24 Business Issues & Ethics	3				
BUSI 110 Business Mathematics	3				
BUSI 200 Intro to Quickbooks Acctng. Software	.5				
CSIS 50 MS Office Applications	2				
CSIS 50L MS Office Applications Lab	1				
CSIS 71 Operating a Personal Computer System	.5				
<i>Select one of the following sequences:</i>	6				
Business 120A Basic Accounting (3)					
& Business 120B Computerized Accounting (3)					
or Business 1A Financial Accounting (3)					
& Business 1B Managerial Accounting (3)					
<i>Select one course from the following:</i>	3				
BUSI 38 Multiculturalism in Corp. America (3)					
BUSI 70 Business Communications (3)					
<i>Select one course from the following:</i>	0-1				
BUSC 109 Keyboarding for Computers (1)					
BUSC 110A Introductory Typing I (1) or typing proficiency test with a typing speed of 21 WMP with 5 or fewer errors in 5 minutes (0)					
TOTAL Certificate Units	20.5-23.5				

ASSOCIATE DEGREE REQUIREMENTS

Certificate Requirements	20.5-23.5				
BUSI 1A & 1B sequence (6 units included in certificate)	6				
BUSI 18 Business Law	3				
BUSI 44 Intro. Business Ownership/Management	3				
<i>Select one course from the following:</i>	3				
BUSI 20 Introduction to Business (3)					
BUSI 30 Global Management (3)					
COOP 91 Business Work Experience (3)					
<i>Select one course from the following:</i>	3				
ECON 2 Principles of Economics:Macro (3)					
ECON 4 Principles of Economics:Micro (3)					

GRADUATION REQUIREMENTS

			N	IP	C
Reading Proficiency:	Test Score:	College Course:			
Writing Proficiency:	Test Score:	College Course:			
Math Proficiency:	Test Score:	College Course:			
Information Competency:	Test Score:	College Course:			
Major units identified above					
21 Units in General Education Classes (Courses may count for both major and GE requirements)					
Elective units to total 60 Degree Applicable Units					
G.P.A. 2.0					
12 Units in residence					

Counselor Signature: _____ Date: _____