

NAME: _____

SID #: _____

MAJOR: BUSINESS - OFFICE TECHNOLOGY

(Certificate of Achievement and Associate in Science degree)

CERTIFICATE CORE REQUIREMENTS

	Units	Other Colleges	N	IP	C
BUSI 100 Business English	3				
BUSI 120A Basic Accounting	3				
*BUSC 110A Introductory Typing I (1) <i>or</i>	0-3				
*BUSC 110B Introductory Typing II (1) <i>or</i>					
*BUSI 110C Introductory Typing III (1)					
* OR typing proficiency test with a typing speed of 40 wpm with 5 or fewer errors in 5 minutes (0)					
<i>Select four units from the following:</i>	4				
BUSC 117A Business Machine Calculation I (.5)					
BUSC 117B Business Machine Calculation II (.5)					
BUSC 119A Introduction to Spreadsheets:MS Excel (1)					
BUSC 120 Powerpoint (1)					
BUSC 121 Accessing Business Info. WWW (1)					
BUSC 122 Microsoft Windows (.5)					
Or CSIS 70 Microcomp. Op. Syst. (3)					
CSIS 50 MS Office Applications (2) <i>and</i>					
CSIS 50L MS Office Applications Lab (1)					
CSIS 71 Operating a PC (.5)					
<i>Select seven units from the following:</i>	7				
BUSC 100A-B-C Adv. WP: Word for Windows I, II, III (1)					
BUSC 118 Records Management (.5)					
BUSC 119B Introduction Spreadsheets:MS Excel II (1)					
BUSC 123 Business Desktop Publishing (1)					
BUSC 124 Quicken (1)					
BUSC 125 QuickBooks (1)					
BUSC 130 Microsoft Outlook (.5)					
BUSC 131 Image Processing for Business (1)					
BUSC 132 MS FrontPage (2)					
BUSC 133 Intro. to MS Access (1)					
BUSC 134 Office Simulation (2)					
BUSC 135 E-Commerce Using Online Auctions (1)					
BUSC 136 Essential Computer Skills (1)					
<i>Select two courses from the following:</i>	6				
BUSI 18 Business Law (3)					
BUSI 20 Introduction to Business (3)					
BUSI 22 Human Behavior/Leadership (3)					
BUSI 24 Business Issues & Ethics (3)					
BUSI 30 Global Mgmt. (3)					
BUSI 40 Principles of Mgmt. (3)					
BUSI 42 Human Resources Mgmt. (3)					
BUSI 54 Introduction to E-Commerce (3)					
BUSI 70 Business Communications (3)					
BUSI 110 Business Mathematics (3)					
COOP 91 Business Work Experience (3)					
TOTAL Certificate Units	23-26				

ASSOCIATE DEGREE REQUIREMENTS

Certificate Requirements	Units	
	23-26	
<i>Select three courses from the following:</i>	9	
BUSI 20* Introduction to Business (3)		
BUSI 24* Business Issues & Ethics (3)		
BUSI 70* Business Communications (3)		
BUSI 80* Introduction to Administrative Mgmt (3)		
(*May not use the same course to satisfy both the certificate and the degree requirements.)		
TOTAL ASSOCIATE UNITS	32-35	

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: _____ (10/07)