

Name _____ SID# _____

MAJOR: COMPUTER SOFTWARE APPLICATIONS- BUSINESS TECH.
(Certificate of Achievement and Associate in Science Degree)

CERTIFICATE CORE REQUIREMENTS **Units** **Other Colleges** **N** **IP** **C**

BUSI 54	Intro. to E-Commerce	3			
CSIS 50	MS Office Applications	2			
CSIS 50L	MS Office Applications Lab	1			
CSIS 51A	Business Data Processing	3			
CSIS 51C	Database Processing	3			
CSIS 76	Networking Essntls	3			
CSIS 77	Publishing on the World Wide Web	3			
CSIS 78	Adv. Pub. On the World Wide Web	3			
TOTAL Certificate Units		21			
Required Electives:					
<i>Select nine units from the following:</i>		9			
BUSC 100C	W.P. Microsoft Word/Windows III (1)				
BUSC 101A	Adv. Word Proc.: Word/Windows I (1)				
BUSC 101B	Adv. Word Proc.: Word/Windows II (1)				
BUSC 101C	Adv. Word Proc.: Word/Windows III (1)				
BUSC 119B	Intro. Spreadsheets:Excel II (1)				
BUSC 121	Accessing Business Info. WWW (1)				
BUSC 123	Business Desktop Publishing (1)				
BUSC 124	Quicken (1)				
BUSC125	QuickBooks (1)				
BUSC 130	Microsoft Outlook (.5)				
BUSC 131	Image Processing for Business (1)				
BUSC 132	Web Publishing - MS FrontPage (2)				
BUSC 133	Intro. to MS Access (1)				
BUSC135	E-Commerce - Online Auctions (1)				
BUSI 20	Intro. to Business (3)				
BUSI 120B	Computerized Accounting (3)				
CSIS 55	Intro. to Program. – Visual Basic (3)				
CSIS 61	Fund. Of Comp.- Based Graphics (4)				
CSIS 75	PC Repairs (3)				

ASSOCIATE DEGREE REQUIREMENTS

Certificate Requirements	30			
<i>No additional major courses required</i>				

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					
Notes:					
Course Waived/Substituted:					

Counselor Signature: _____ Date: _____