

Name: _____ SID #: _____

MAJOR: BUSINESS – OFFICE ADMINISTRATION
(Certificate of Achievement • Associate in Science)

CERTIFICATE REQUIREMENTS	Units	Other Colleges	Fa/Sp/Su and Year	Grade Earned
REQUIRED CORE:	6-7			
BUSC 109 Keyboarding for Computers (1) or typing proficiency test: 40 wpm with 5 or fewer errors in 5 minutes (0)				
BUSI 70 Business Communication (3)				
CSIS 1 Computer Information Systems (3)				
Select one of the following MS Office Paths:	3			
BUSC 140 Computer Apps – MS Ofc. Word (1) & BUSC 150 Computer Apps – MS Ofc. Excel (1) & BUSC 160 Computer Apps – MS Ofc. PowerPoint (1)				
OR				
CSIS 50 MS Office Applications (2) & CSIS 50L MS Office Applications Lab (1)				
Select one course from the following:	3			
BUSI 22 Effective Leadership in Business (3)				
BUSI 64 Customer Service (3)				
Complete the following:	3			
BUSI 120B Quickbooks Online Acctg Software (3)				
Select two courses from the following not already selected above ¹:	6			
BUSI 20 Intro. to Business (3)				
BUSI 22 Effective Leadership in Business (3)				
BUSI 54 Intro. to E-Marketing (3)				
BUSI 110 Business Mathematics (3)				
TOTAL CERTIFICATE UNITS	21-22			

¹ Substitutions for other specialty requirements to be approved by Department Chair.

ASSOCIATE DEGREE MAJOR REQUIREMENTS	Units
Certificate Requirements	21-22
TOTAL MAJOR UNITS	21-22

GRADUATION REQUIREMENTS	IP	C
Reading/Writing Competency:		
Math Competency:		
Information Competency:		
Ethnic Studies Competency:		
12 Units in Residence (at least 6 units in the major)		
General Education Pattern: MPC GE <input type="checkbox"/> CSU GE <input type="checkbox"/> IGETC <input type="checkbox"/>	GE Catalog Year:	
Completion of Major (Grade of "C" or better in each course)	Major Catalog Year:	
60 Degree-Applicable Units		
GPA 2.0 or higher		

Counselor Signature: _____ Date: _____