



PROGRAM PATHWAY

Business Accounting Technician

Associate Degree and Certificate

Disclaimer

*Enrollment in college level English and Mathematics courses requires appropriate placement scores on assessment tests and/or completion of the appropriate prerequisite coursework. All students should see a counselor for a customized Student Education Plan (SEP) before enrolling in college courses. The SEP provides students with individually appropriate course recommendations and planning by taking into account each student's assessment results and course completion history.

Required keyboarding skill level for the degree and certificate

Keyboarding skill level 50 wpm. (BUS 154, Beginning Keyboarding and Document Formatting and BUS 156, Keyboarding: Speed and Accuracy, may be helpful in obtaining this skill level.)

Transfer Preparation

Associate degrees require the completion of certain general education courses. Transfer programs may require the completion of additional coursework depending on the institution. It is advisable to meet with an academic counselor for more information.

Associate Degree Course Sequence

The schedule below is based on a fall semester start and completion of appropriate prerequisites.

Fall 1st Semester	BUS 105	BUS 164	PE 100 + PE Activity	ENGL 110*	BUS 169	
Units (15)	3	3	2 + 1	4	2	
Requirement	I	I	IIIC	IVB + VA1	I	
Winter Intersession	BUS 172					
Units (3)	3					
Requirement	I					
Spring 2nd Semester	BUS 180	POLS 102	MATH 091*	Natural Science		
Units (18)	4	3	5	3		
Requirement	I	IIIA I	IVA	VB		
Fall 3rd Semester	CIS 108	BUS 100	CIS 125	Social & Behavioral Science	Humanities	HIST 120 or 121
Units (15)	3	3	1	3	3	3
Requirement	I	I	I	VD	VC	IIIA
Spring 4th Semester	BUS 210	WE 201 + WE 220	HE 102	Communication & Analytical Thinking	CIS 101	
Units (15)	4	1 + 1	3	3	3	
Requirement	I	I	IIIB	VA2	I + VE	

Total Units: 60

Certificate Course Sequence

The schedule below is based on a fall semester start and completion of appropriate prerequisites.

Fall 1st Semester	BUS 100	BUS 105	BUS 164	BUS 180	BUS 169	CIS 125
Units (16)	3	3	3	4	2	1
Winter Intersession	BUS 172					
Units (3)	3					
Requirement						
Spring 2nd Semester	BUS210	CIS 108	WE201 + WE 220			
Units (9)	4	3	1 + 1			

Total Units: 25