



PROGRAM PATHWAY

Business Office 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 skill level for the degree and certificate

Keyboarding skill level 40 nwpm. (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 059	BUS 164	ENGL 110*	HE 102		
Units (16)	3	3	4	3		
Requirement	I	I	I IVB + VA1	IIIB		
Winter Interession	BUS 172					
Units ()	3					
Requirement	I					
Spring 2nd Semester	BUS 063	BUS 180	Natural Science	POLS 102	Humanities	
Units (16)	3	4	3	3	3	
Requirement	I	I	VB	IIIA	VC	
Fall 3rd Semester	BUS 105	BUS 169	BUS 061	PE 100	Social & Behavioral Science	Elective
Units (14)	2	2	3	2	3	3
Requirement	I	I	I	IIIC	VD	VE
Spring 4th Semester	WE 201	WE 220	BUS 260	MATH 091*	HIST 120 or 121	PE Activity
Units (14)	1	1	3	5	3	1
Requirement	I	I	I + VA2	IVA	IIIA	IIIC

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 059	BUS 105	BUS 164	BUS 169		
Units (15)	3	2	3	2		
Winter Interession	BUS 061	BUS 172				
Units ()	3	3				
Requirement	I	I				
Spring 2nd Semester	BUS 063	BUS 180	WE 201	WE 220		
Units (9)	3	4	1	1		

Total Units: 24