

BUSINESS

Certificate of Achievement **Administrative Office Technician**

Required Core Courses: 18.5 units

Total Core Units: 18.5 units

Course Number	Course Title	Fall	Spring
BUS 19	Office Procedures		3
BUS 27	Business Communications		3
BUS 49	Business Work Experience		3
BUS 78	The Customer Service Advantage		1
BUS 84	Business Math	3	
CA 52	Word Processing and Application for Business	3	
CA 60	Email and Calendar for Business	1.5	
COT 52	Keyboarding, Level 2	1	