

BUSINESS

Associate in Science Degree Administrative Office Technician

Total Core Units: 42 units

Total Units: 60 units

Required Core Courses: 23 units

| Course Number | Course Title | Fall | Spring |
|----------------------|---|-------------|---------------|
| BUS 13 | Basic Accounting | | 3 |
| BUS 19 | Office Procedures | 3 | |
| BUS 27 | Business Communications | | 3 |
| BUS 78 | The Customer Service Advantage | | 1 |
| BUS 84 | Business Math | 3 | |
| CA 52 | Word Processing Application for Business | 3 | |
| CA 53 | Spreadsheet Applications for Business | | 3 |
| CA 58 | Presentation Application for Business | | 1.5 |
| CA 60 | Email and Calendar Application for Business | 1.5 | |
| COT 52 | Keyboarding II | 1 | |

Required Electives: 19 units

| Course Number | Course Title | Fall | Spring |
|----------------------|--|-------------|---------------|
| BUS 1A | Accounting Principles-Financial | 4 | |
| BUS 1B | Accounting Principles-Managerial | | 4 |
| BUS 1C | Federal Income Tax | | 3(even) |
| BUS 2 | Introduction to Business | 3 | |
| BUS 10 | Human Resource Management | 3 | |
| BUS 22 | Business Law | 3 | |
| BUS 25 | Small Business Management | | 3 |
| BUS 49 | Business Work Experience | 1-4 | 1-4 |
| BUS 50 | Principals of Social Media Marketing | 3 | 3 |
| BUS 51 | Introduction to Marketing | 3 | 3 |
| BUS 75 | Planning and Launching a New Business Venture | | 1 |
| BUS 76 | Marketing the Small Business Venture | | 1 |
| BUS 77 | Financing the Small Business Venture | | 1 |
| BUS 79 | Computer Information Systems for Small Business Ventures | | 2 |
| CS 1 | Computer Literacy | 3 | 3 |
| ECON 10 | Macroeconomics | 3 | |
| ECON 11 | Microeconomics | | 3 |

General Education Requirements: 18 units

See a counselor to prepare your educational plan with the latest scheduling information.