

Name: \_\_\_\_\_

ID: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor Contact: \_\_\_\_\_

**Major Requirements: 43.5 units**

**A grade of "C" or better is required in the following courses**

ASSOCIATE IN SCIENCE (F.2214.AS)	C-ID	Units	Completed	In Progress	Planned
BT 1, Computer Document Processing I		4			
BT 2, Computer Document Processing II		3			
BT 6, Records Management		3			
BT 9, Computer Applications I		4			
BT 11, Today's Office		3			
BT 23, Job Search and Workplace Skills		3			
BT 104, Ten-Key Calculations		2			
BT 112, Business English		3			
BT 115, Refresher Math		3			
BT 122, Typing Skillbuilding		0.5			
BT 123, Ten-Key Skillbuilding		0.5			
<b>Office Professional II (Grade of "C" or better)</b>					
BA 33, Human Relations in the Workplace		3			
BT 10, Computer Applications II		4			
BT 13, Applied Business Correspondence		2			
BT 19, Work Experience (Cooperative) Occupational		2			
BT 131, Applied Accounting		3.5			

**NOTES:**

1. Training is designed to provide advanced skills for employment in a variety of professional office environments. Students may earn more than one certificate in addition to the Associate in Science degree and are required to earn grades of "C" or better in the Office Professional I and emphasis courses.
2. Some of the above courses may have prerequisites. See the catalog or schedule of classes.
3. The *Associate Degree* requires completion of the major (43.5 units) with a "C" or better grade in each course plus the completion of the General Associate Degree requirements –basic competencies, physical education/Dance, and lifetime physical and mental wellness –and General Education requirements for a total of 60 semester units minimum with a 2.0 or better GPA.