



# LEARNING AND CAREER PATHWAY

## Business Office Technician

### Associate in Science (AS) Degree and Certificate

#### Placement

Enrollment in college level English and Mathematics courses requires appropriate placement as defined by AB705. 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 accounts for course prerequisite sequencing.

#### 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.

<b>Fall 1<sup>st</sup> Semester</b>	BUS 059	BUS 164	ENGL 110	HE 102		
Units (13)	3	3	4	3		
IVC GE Req	I	I	I IVB + VA1	IIIB		
CSU GE-B Req						
IGETC Req						
<b>Winter Intersession</b>	BUS 172					
Units (3)	3					
IVC GE Req	I					
CSU GE-B Req						
IGETC Req						
<b>Spring 2<sup>nd</sup> Semester</b>	BUS 063	BUS 180	Natural Science	POLS 102	Humanities	
Units (16)	3	4	3	3	3	
IVC GE Req	I	I	VB	IIIA	VC	
CSU GE-B Req						
IGETC Req						
<b>Fall 3<sup>rd</sup> Semester</b>	BUS 105	BUS 169	BUS 061	PE 100	Social & Behavioral Science	Elective
Units (12-15)	2	2	3	2	3	3
IVC GE Req	I	I	I	IIIC	VD	VE
CSU GE-B Req						
IGETC Req						
<b>Spring 4<sup>th</sup> Semester</b>	WE 201	WE 220	BUS 260	MATH 091	HIST 120 or 121	PE Activity
Units (14)	1	1	3	5	3	1
IVC GE Req	I	I	I + VA2	IVA	IIIA	IIIC
CSU GE-B Req						
IGETC Req						

Total Units: 60

### Certificate Course Sequence

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

<b>Fall 1<sup>st</sup> Semester</b>						
Units (X)						
<b>Winter Intersession</b>						
Units (X)						
<b>Spring 2<sup>nd</sup> Semester</b>						
Units (X)						

Total Units: XX