### BUSINESS OFFICE TECHNOLOGY – INFORMATION PROCESSING (AS.BST)

#### ASSOCIATE OF SCIENCE

**Program Outcomes:** Upon successful completion of this program a student will be able to:
- demonstrate proficiency in selecting and using appropriate business software applications and tools.
- prepare and deliver business documents and presentations in appropriate form, format, and language.
- solve problems and make decisions collaboratively or independently.

#### Required Major Courses (36 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-50</td>
<td>Introduction to PC Applications</td>
<td>4.0</td>
</tr>
<tr>
<td>BUS-111</td>
<td>Intermediate Office Skills</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS-135</td>
<td>Professionalism Office Skills</td>
<td>4.0</td>
</tr>
<tr>
<td>BUS-140A &amp; B</td>
<td>Keyboarding Speed and Accuracy</td>
<td>1.0</td>
</tr>
<tr>
<td>BUS-150.15</td>
<td>Word Processing</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS-172</td>
<td>Machine Calculations and Records Management</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS-173</td>
<td>Filing Procedures and Records Management</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS-175</td>
<td>Business Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS-177</td>
<td>Proofreading and Editing Skills</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS-190</td>
<td>Career Management</td>
<td>2.0</td>
</tr>
<tr>
<td>BUS-194</td>
<td>Human Relations in Business</td>
<td>3.0</td>
</tr>
<tr>
<td>COM-1</td>
<td>Introduction to Public Speaking</td>
<td>3.0</td>
</tr>
<tr>
<td>ENG-102</td>
<td>Composition and Reading for CTE</td>
<td>3.0</td>
</tr>
</tbody>
</table>

#### Recommended Major Electives (None Required)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-32</td>
<td>Introduction to Business</td>
<td>3.0</td>
</tr>
<tr>
<td>MAT-106</td>
<td>Integrated Mathematics</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**SUBTOTAL: 36 UNITS**

#### General Education –Required Courses

*Students must complete one of the following General Education Plans:*

**HCCD GE (see page 66) MAT-123 or higher**

- [ ] Natural Sciences
- [ ] Social & Behavioral Sciences
- [ ] Humanities
- [ ] Ethnic Groups in the US
- [ ] Language and Rationality

**SUBTOTAL: 21 UNITS**

*Students can double-count required courses and courses for General Education*

- Electives *(Courses Numbered 1-199)* required when degree units plus GE units total fewer than 60.

**TOTAL: 60 UNITS**