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)

☐	BUS-50 – Introduction to PC Applications	4.0
☐	BUS-111 – Intermediate Office Skills	3.0
☐	BUS-135 – Professionalism Office Skills	4.0
☐	BUS-140A & B – Keyboarding Speed and Accuracy	1.0
☐	BUS-150.15 – Word Processing	3.0
☐	BUS-172- Machine Calculations and Records Management	3.0
☐	BUS-173 – Filing Procedures and Records Management	3.0
☐	BUS-175 – Business Communications	3.0
☐	BUS-177 – Proofreading and Editing Skills	3.0
☐	BUS-190 – Career Management	2.0
☐	BUS-194 – Human Relations in Business	3.0
☐	COM-1 – Introduction to Public Speaking	3.0
☐	ENG-102 – Composition and Reading for CTE	3.0

Recommended Major Electives (None Required)

☐	BUS-32 – Introduction to Business	3.0
☐	MAT-106 – Integrated Mathematics	3.0

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