

BUSINESS (BUS)

Associate in Arts in Accounting (AA) and Associate in Science-Transfer in Business Administration (AS-T).

Certificate of Achievement: Transportation, Distribution, and Logistics

Certificates of Proficiency: Small Business Administration Warehouse and Forklift Operations

BUS 1A

Financial Accounting

4 units, 4 hours lecture (GR)

Acceptable for credit: CSU, UC

Study of purpose, theory, and specific methods of accounting: Systems and methods employed in accumulating data for financial statements; income measurement including cost measurement, classification, and expiration; revenue recognition and measurement. 0502.00

BUS 1B

Managerial Accounting

4 units, 4 hours lecture (GR)

Prerequisite: Bus 1A

Acceptable for credit: CSU, UC

Uses of accounting data for planning, controlling and decision making; Sources of business funds, cost systems and analysis, forecasting and budgeting; analysis, uses, and limitations of financial statements and reports. 0502.00

C-ID ACCT 120

BUS 2

Introduction to Business Law

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

General survey of business law: Principles of law on contracts, sales agency, torts, partnerships and corporations, and the uniform commercial code. 0501.00
C-ID BUS 125

BUS 5

Human Relations in Business

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Application of behavioral science concepts to human problems in organizations: Action necessary to prevent and resolve problems among individuals within groups; application of logical decision-making techniques. 0501.00

AA/AS area 2

BUS 10

Introduction to Business

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Introduction to business: Survey of various phases of business organization, finance, personnel, production, marketing, managerial controls and government business relations. 0501.00

C-ID BUS 110

BUS 20

General Accounting

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Not open for credit to students who have completed or are currently enrolled in Bus 1A or 1B.

Theory and practice of accounting: Double-entry process on accrual basis; complete accounting cycle with use of work sheet and preparation of end-of-the-year financial statements; petty cash, banking procedures, notes, drafts, and introduction to payroll taxes. 0502.00

BUS 24

Computerized Accounting Principles

3 units, 2 hrs lecture, 3 hrs laboratory (GR)

Prerequisite: Completion of, or concurrent enrollment in, Bus 1A or Bus 20

Acceptable for credit: CSU

Intensive practical application of theory and procedures of accounting: Utilization of computerized accounting systems in single proprietorship, partnership, and corporate forms of business. 0502.00

AA/AS area 4c

BUS 49

Independent Study in Business

.5-5 units, .5-5 hours lecture (GR)

Acceptable for credit: CSU

See section on Independent Study. 0501.00

BUS 54

Small Business Management

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Functions and objectives of an executive: Definition of duties, and basic knowledge of administration and organization; practice through case studies in making business decisions. 0506.40

BUS 70**Introduction to Marketing**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU

Introduction to integrated marketing strategies: Identification and satisfaction of customers' wants and needs with products (goods and/or services), price, place, and promotional strategies; customer relationship management; integration of marketing into strategic business plans. 0509.00

BUS 109**Introduction to Logistics**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Overview of business management logistics: Purchasing, inventory management, transportation, warehousing and related technologies. 0510.00

BUS 112**Principles of Logistics**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Practical Introduction to logistics functions in the management of business logistics functions including: Purchasing, inventory management, transportation, warehousing and their related technologies; Focus is on integration of logistics functions to improve overall supply chain customer service and cost performance. 0510.00

BUS 113**Introduction to Supply Chain Management**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Overview of the Introduction to the tools and techniques for design and improvement of any supply chain, through the optimal use of information, materials, and technology to improve efficiency and reduce costs on an introductory level. Integrate the utilization of outside suppliers and customers into an organization's supply chain on an introductory level. 0510.00

BUS 114**Principles of Supply Chain Management**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Practical Introduction to the principles, tools and techniques for design and improvement of any supply chain, through the optimal use of information, materials, and technology to improve efficiency and reduce costs. Integrate the utilization of outside supply chain. 0510.00

BUS 115**Computerized Logistics**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Provides a study of the need and use of computers in the supply chain and logistics industry and an introduction to the software that is available, such as enterprise resource planning, demand planning, and warehouse management. 0510.00

BUS 116**Warehouse Management Operations**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Introduction of warehouse functions and management including facility location and operation, financial analysis, security, cargo handling, and productivity improvement and measurement. 0510.00

BUS 117**Certified Logistics Associate (CLA)**

3 units, 4 hours lecture (GR)

Acceptable for credit: CSU

Overview of the foundational-level knowledge of the world of supply chain management in a global environment. Introduce the fundamentals of logistics and interrelationships in the areas of manufacturing: Safety, Manufacturing Process, Maintenance Awareness, and Quality Assurance. This coursework certifies students as a Certified Logistics Associate (CLA). 0510.00

BUS 118**Certified Logistics Technician (CLT)**

4 units, 4 hours lecture (GR)

Prerequisite: BUS 117

Acceptable for credit: CSU

Practical introduction to advanced technical competencies of the world of supply chain management in a global environment. Introduces advanced technical skillsets of logistics and the interrelationships in the areas of manufacturing: Safety, Manufacturing Process, Maintenance Awareness, and Quality Assurance. This coursework certifies students as a Certified Logistics Technician (CLT). 0510.00

BUS 119**Introduction to Inventory Management**

3 units, 3 hours lecture (GR)

Acceptable for Credit: CSU

Introduction to practices for managing inventory of large quantities: Exploration of fundamental differences between manufacturing inventories of finished goods in retail and work-in-process; presentation of real-time information in order to maximize productivity in key areas from physical control and process flow to problem identification and resolution. 0505.00

BUS 120**Principles of Leadership in Logistics**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Principles of Leadership in Logistics: Theory needed to become effective business leaders; investigation of contemporary leadership theory and practices locally and globally; examination of models of leadership vision, courage, and innovation with a focus on global logistics' issues. 0505.00

BUS 121**Career Development for Logistics Professionals**

1 unit, 1 hour lecture (GR)

Acceptable for credit: CSU

Introduction to Career Development for Logistics Professionals: Principles and real life application of industry soft skills necessary in a competitive marketplace and a digital global logistics' workplace; communicating effectively and professionally; strategies for working in teams. 0505.00

BUS 208**Communication Skills for Technicians**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Development of writing, reading, speaking and listening skills for successful communication in technical careers: Researching and learning technical material from textbooks; taking notes; communication with customers, employers, and co-workers; writing repair orders and invoices; producing job applications and resumes; and practicing for formal job interviews. 0501.00

BUS 209**Fundamentals of Income Tax**

4 units, 4 hours lecture (GR)

Study of federal and California tax laws and procedures: Individual, partnership and corporation income tax returns from the accounting point of view; brief survey of social security, gift, and estate taxes. 0502.10

BUS 220**Business Terminology in Logistics**

2 units, 2 hours lecture (GR or P/NP)

Recommended preparation: CIS 200 or CIS 205 or BUS 219

Introduction to standard warehousing terminology: Applications throughout the logistics, retail, wholesale and manufacturing industries; spelling ability, vocabulary enrichment; and contextual comprehension of standard warehousing terminology. 0510.00

BUS 236**Records Management in Logistics**

2 units, 2 hours lecture (GR or P/NP)

Introduction to records management utilized in the logistics industry: Core records management principles, procedures, and office skills relating to inventory recordkeeping; standard terminology, practices and technology that are used to maintain and share inventory records. 0510.00

BUS 240**Introduction to Warehouse Operations**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Introduction to warehouse operations: Objectives of the warehouse, software information systems used in warehousing, warehouse safety, and practice with hands on activities that are used in a functioning warehouse. 0510.00

BUS 247**Logistics Operations for Transportation**

1 units, 1 hours lecture (GR or P/NP)

Introduction to state-of-the-art logistics technologies: Procedures and terminology relevant to the mobile workforce, worksite environment, and the "virtual office" environment; handheld devices used in inventory and tracking, GIS (Geographic Information Systems) used in distribution, GPS (Global Positioning Satellites) used in transportation, and a survey of the logistics/warehousing industry as well as job opportunities and careers. 0510.00

BUSINESS: ACCOUNTING ASSOCIATE OF ARTS

The **AA degree** will be awarded upon satisfactory completion of the major course requirements listed below and the General Education requirements for the Associate in Arts Degree listed in the Degrees and Programs section of this Catalog.

The **AA degree in Accounting** is designed to qualify students for employment in accounting and/or to provide a foundation for those students wishing to transfer to a four-year institution with a major in Accounting. To ensure student success in Accounting/Business, COA offers an exceptional tutorial program that is free to all students.

Career Opportunities

Entry level accountant positions for private accounting, CPA, bank officer, consumer credit officer, financial analyst, financial planner, loan officer, insurance analyst, and investment account executive.

The suggested sequence of courses required for the Associate in Arts (AA) in Accounting are listed below:

Program Learning Outcomes

Upon completion of this program a student will be able to:

- Analyze a business situation and recommend a solution or plan for improvement, applying legal and ethical principles in business decision making.
- Obtain information related to the profession using traditional and electronic sources and synthesize the information into a business report.
- Analyze data and prepare common business and personal financial reports.
- Analyze impact of globalization on culture, politics, and economics.
- Analyze business issues, interpret financial data and identify economic trends

Degree Major Requirements:

| Dept/No. | Title | Units |
|----------|------------------------------------|-------|
| BUS 10 | Introduction to Business | 3 |
| BUS 2 | Introduction to Business Law | 3 |
| ECON 1 | Principles of Economics (Macro) | 3 |
| ECON 2 | Principles of Economics (Micro) | 3 |
| BUS 1A* | Financial Accounting | 4 |
| BUS 24 | Computerized Accounting Principles | 3 |
| BUS 1B | Managerial Accounting | 4 |
| BUS 209 | Fundamentals of Income Tax | 4 |
| CIS 42 | Spreadsheet Applications | 4 |

Select one course from the following:

| | | |
|--------|--|--------------|
| BUS 5 | Human Relations in Business (3) | |
| BUS 54 | Small Business Management (3) | |
| CIS 1 | Introduction to Computer Information Systems (4) | 3-4 |
| | Total Required Units: | 31-32 |

Recommended:

* Bus 20, General Accounting, provides a good foundation for Bus 1A, Financial Accounting.

BUSINESS: ACCOUNTING ASSOCIATE OF ARTS RECOMMENDED SEQUENCE

The **AA degree** will be awarded upon satisfactory completion of the major course requirements listed below and the General Education requirements for the Associate in Arts Degree listed in the Degrees and Programs section of this Catalog.

The **AA degree in Accounting** is designed to qualify students for employment in accounting and/or to provide a foundation for those students wishing to transfer to a four-year institution with a major in Accounting.

Career Opportunities

Entry level accountant positions for private accounting, CPA, bank officer, consumer credit officer, financial analyst, financial planner, loan officer, insurance analyst, and investment account executive.

You can use the following pattern to complete an Associate degree. This is only one possible pattern.

Degree Major Requirements:

| Dept/No. | Title | Units |
|---------------------------------------|--|------------|
| FIRST SEMESTER | | |
| BUS 10 | Introduction to Business | 3 |
| Select one course from the following: | | |
| BUS 5 | Human Relations in Business (3) | |
| BUS 54 | Small Business Management (3) | |
| CIS 1 | Introduction to Computer Information Systems (4) | 3-4 |
| | General Education | <u>8-9</u> |
| | Semester Total | 15 |
| SECOND SEMESTER | | |
| ECON 1 | Principles of Economics (Macro-Economics) | 3 |
| CIS 42 | Spreadsheet Applications | 4 |
| BUS 1A | Financial Accounting | 4 |
| | General Education | <u>4</u> |
| | Semester Total | 15 |
| THIRD SEMESTER | | |
| BUS 24 | Computerized Accounting Principles | 3 |
| BUS 1B | Managerial Accounting | 4 |
| BUS 209 | Fundamentals of Income Tax | 4 |
| | General Education | <u>4</u> |
| | Semester Total | 15 |
| FOURTH SEMESTER | | |
| ECON 2 | Principles of Economics (Micro-Economics) | 3 |
| BUS 2 | Introduction to Business Law | 3 |
| | General Education | <u>9</u> |
| | Semester Total | 15 |
| Total Required Units: | | 54 |

BUSINESS ADMINISTRATION ASSOCIATE IN SCIENCE FOR TRANSFER

The **Associate in Science in Business Administration for Transfer (AS-T)** is intended for students planning to transfer to a CSU with a major in Business Administration. Students completing this degree are guaranteed admission to the CSU system.

Career Opportunities

Entry level positions for bank officer, consumer credit officer, financial analyst, financial planner, loan officer, insurance analyst, management consultant, business operations officer, and investment account executive.

The following is required for the **Associate in Science for Transfer in Business Administration**:

1. Completion of 60 CSU-transferable units.
2. Minimum grade point average (GPA) of a least 2.0 in all CSU transferable coursework.
3. Complete a minimum of 18 semester units in an AS-T major. All courses in the major must be completed with a grade C or better.
4. Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth); or the Intersegment General Education Transfer Curriculum (IGETC) pattern.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- Analyze a business situation and recommend a solution or plan for improvement, applying legal and ethical principles in business decision making.
- Obtain information related to the profession using traditional and electronic sources and synthesize the information into a business report.
- Analyze data and prepare common business and personal financial reports.
- Analyze impact of globalization on culture, politics, and economics.

Degree Major Requirements:

| Dept/No. | Title | Units |
|----------|--|-----------|
| BUS 1A | Financial Accounting | 4 |
| BUS 1B | Managerial Accounting | 4 |
| BUS 2 | Introduction to Business Law | 3 |
| ECON 1 | Principles of Economics (Macro) | 3 |
| ECON 2 | Principles of Economics (Micro) | 3 |
| MATH 13 | Introduction to Statistics | 4 |
| CIS 1 | Introduction to Computer Information Systems | 4 |
| BUS 10 | Introduction to Business | <u>3</u> |
| | Total Required Units: | 28 |

BUSINESS ADMINISTRATION ASSOCIATE OF SCIENCE FOR TRANSFER -- RECOMMENDED SEQUENCE

The Associate in Science in Business Administration for Transfer (AS-T) is intended for students planning to transfer to a CSU with a major in Business Administration. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus or major.

Career Opportunities

Entry level positions for bank officer, consumer credit officer, financial analyst, financial planner, loan officer, insurance analyst, management consultant, business operations officer, and investment account executive.

The following is required for the Associate in Science for Transfer in Business Administration:

1. Completion of 60 CSU-transferable units.
2. Minimum grade point average (GPA) of a least 2.0 in all CSU transferable coursework.
3. Complete a minimum of 18 semester units in an AS-T major. All courses in the major must be completed with a grade C or better.
4. Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth); or the Intersegment General Education Transfer Curriculum (IGETC) pattern.

You can use the following pattern to complete an Associate degree. This is only one possible pattern.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- Develop critical thinking skills required for transfer in business administration, accounting, economics, and other related fields.
- Analyze, organize, and compose various types of written and Assessments.

Degree Major Requirements:

| Dept/No. | Title | Units |
|------------------------|--|------------|
| FIRST SEMESTER | | |
| BUS 10 | Introduction to Business | 3 |
| CIS 1 | Introduction to Computer Information Systems | 3-4 |
| | General Education | <u>8-9</u> |
| | Semester Total | 15 |
| SECOND SEMESTER | | |
| ECON 1 | Principles of Economics (Macro-Economics) | 3 |
| BUS 2 | Introduction to Business Law | 3 |
| | General Education | <u>9</u> |
| | Semester Total | 15 |
| THIRD SEMESTER | | |
| BUS 1A | Financial Accounting | 4 |
| ECON 2 | Principles of Economics (Micro-Economics) | 3 |
| | General Education | <u>8</u> |
| | Semester Total | 15 |
| FOURTH SEMESTER | | |
| BUS 1B | Managerial Accounting | 4 |
| MATH 13 | Introduction to Statistics | 4 |
| | General Education | <u>7</u> |
| | Semester Total | 15 |
| | Total Required Units: | 54 |

BUSINESS: LOGISTICS CLERICAL CERTIFICATE OF PROFICIENCY

The **Logistics Clerical Certificate of Proficiency** from College of Alameda is designed to provide students the preparation needed for immediate entry-level employment in various high-demand clerical occupations in the transportation, distribution and logistics industry.

Career Opportunities

Career opportunities for students completing this certificate are: traffic clerks, logistics admin support for transportation and distribution, and shipping and receiving clerks. According to the recent State Chancellor's Office report citing California EDD data <http://www.labormarketinfo.edd.ca.gov/?pageid=152> these are among the demand occupations for the transportation, distribution and logistics industry.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- Use and apply records management concepts to demonstrate an understanding of the principles of inventory management.
- Demonstrate knowledge of logistics terminology in order to apply and analyze the roles of facilities, equipment, products, documents, and procedures within warehouse shipping, receiving and storage.
- Setup and assess procedures for the industry that emphasize accuracy, transparency, efficiency, safety and security and appropriate technology.

Certificate of Proficiency Requirements:

| Dept/No. | Title | Units |
|------------------------------|---|----------|
| BUS 247 | Logistics Operations for Transportation | 1 |
| BUS 220 | Business Terminology in Logistics | 2 |
| BUS 236 | Records Management in Logistics | 2 |
| CIS 1 | Introduction to Computer Information Systems | <u>4</u> |
| Total Required Units: | | 9 |

BUSINESS: SMALL BUSINESS ADMINISTRATION CERTIFICATE OF PROFICIENCY

Students satisfactorily completing the required courses in the following certificate options will be eligible for the **Certificate of Proficiency**.

Career Opportunities

The program prepares student for career tracks in management operations, business management and entrepreneurship.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- Prepare a comprehensive business plan
- Demonstrate working knowledge of a balance sheet, income statement, and cash flow statement
- Describe funding sources and the capital structure of a business
- Describe operational and organizational structures for business
- Apply critical thinking and technology skills to select appropriate software to solve a business problem
- Communicate an understanding of business concepts professionally through written, oral and visual presentations using current technology.
- Recognize ethical behavior in their chosen profession and behave in a socially responsible manner.
- Analyze business issues, interpret financial data and identify economic trends

Certificate of Proficiency Requirements:

| Dept/No. | Title | Units |
|----------|--|----------|
| BUS 54 | Small Business Management | 3 |
| BUS 10 | Introduction to Business | 3 |
| BUS 225 | The Professional Office Environment (3) | |
| | OR | |
| BUS 208 | Communication Skills for Technicians (3) | <u>3</u> |
| | Total Required Units: | 9 |

BUSINESS: TRANSPORTATION, DISTRIBUTION, AND LOGISTICS CERTIFICATE OF ACHIEVEMENT

Students satisfactorily completing the required courses in the following certificate options will be eligible for the **Certificate of Achievement**.

Career Opportunities

Program prepares students for career tracks in office administration in the Logistics Industry including claims representative, customer service representative, pricing specialist, appointment clerks, various other front office jobs - all contextualized to the logistics industry (movement of products through industry supply chains).

Program Learning Outcomes

Upon completion of this program a student will be able to:

- Analyze and improve points of interaction between logistics and other departments within a business organization.
- Apply and evaluate each element of the principles of supply chain management.
- Demonstrate how warehouse and other logistics personnel can interact to efficiently and effectively use their combined facilities, operations, and material handling skills.

Certificate of Achievement Requirements:

| Dept/No. | Title | Units |
|----------|---------------------------------------|-----------|
| BUS 10 | Introduction to Business | 3 |
| BUS 112 | Principles of Logistics | 3 |
| BUS 114 | Principles of Supply Chain Management | 3 |
| BUS 115 | Computerized Logistics | 3 |
| BUS 116 | Warehouse Management Operations | 3 |
| BUS 208 | Communication Skills for Technicians | 3 |
| MATH 225 | Mathematics for Technicians | <u>3</u> |
| | Total Required Units: | 21 |

BUSINESS: TRANSPORTATION - LOGISTICS OPERATIONS (TLO) CERTIFICATE OF PROFICIENCY

This is a career pathways training program with curriculum aligned with industry core competencies. Program serves as an adult education comprehensive education, training, and job placement program. This program is designed to prepare new or continuing students with varying degrees of experience, to be proficient at applied skills, for entry-level jobs, in transportation, distribution, and logistics industry. This program is affiliated with the California Transportation and Logistics Initiative (CATLI), a statewide collaborative of post-secondary education institutions, workforce investment boards, economic development agencies and community-based organizations working to advance the logistics industry and train its workforce for the 21st century.

Career Opportunities

Program prepares students for career tracks in office administration in the Logistics Industry including claims representative, customer service representative, pricing specialist, appointment clerks, various other front office jobs - all contextualized to the logistics industry (movement of products through industry supply chains).

Program Learning Outcomes

Upon completion of this program a student will be able to:

- Demonstrate knowledge of the logistics industry and the various segments that function as a non-traditional workplace.
- Knowledge of the logistics industry. Demonstrate knowledge of the logistics industry and the various segments that function as a non-traditional workplace.

Certificate of Proficiency Requirements:

| Dept/No. | Title | Units |
|-----------|--|-----------|
| BUS 220 | Business Terminology in Logistics | 2 |
| BUS 236 | Business Management in Logistics | 2 |
| CIS 1 | Introduction to Computer Information Systems | 4 |
| MATH 250 | Arithmetic | 3 |
| BUS 247 | Logistics Operations for Transportation | 1 |
| COUN 201 | Orientation to College: Student Success and Support Program | 1 |
| LRNRE 280 | Study Skills | <u>3</u> |
| | Total Required Units: | 16 |

BUSINESS: WAREHOUSE AND FORKLIFT OPERATIONS CERTIFICATE OF PROFICIENCY

Career pathways training program with curriculum aligned with transportation and distribution industry core competencies: Provides warehouse and forklift safety activities for proper material processing, including the picking and shipping of goods with technologies and computer systems that assist in maintaining inventory and forecasting supply needs.

Career Opportunities

Students in this area of study typically are employed as Warehouse Operator, Warehouse Assistant, Warehouse Coordinator, Forklift Operator, Industrial Truck Operator, Tractor Operator, and Construction Equipment Operator.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- Demonstrate the mastery of knowledge of warehouse and forklift operations.
- Demonstrate the proficiency to apply the knowledge of warehouse and forklift operations.
- Demonstrate capacity for efficacy as a worker of warehouse and forklift operations.

Atlas Program

Certificate of Proficiency Requirements:

| Dept/No. | Title | Units |
|------------------------------|--|----------|
| BUS 240 | Introduction to Warehouse Operations | 2 |
| CIS 205 | Computer Literacy | 1 |
| COUN 201 | Orientation to College: Student Success and Support Program | 1 |
| LRNRE 280 | Study Skills | 1 |
| DMECH 202 | Forklift Operations | <u>1</u> |
| Total Required Units: | | 6 |

BUSINESS: WORD PROCESSOR CERTIFICATE OF PROFICIENCY

Students satisfactorily completing the required courses in the following certificate options will be eligible for the **Certificate of Proficiency**.

Certificate of Proficiency Requirements:

| Dept/No. | Title | Units |
|----------|--|-----------|
| BUS 202 | Business Mathematics | 3 |
| BUS 207A | Business English | 3 |
| BUS 225 | The Professional Office Environment | 3 |
| BUS 231 | Intermediate Keyboarding (Self-paced) | 1 |
| BUS 238B | Word Processing II (3) | |
| | OR | |
| CIS 238B | Word Processing II (3) | 3 |
| CIS 1 | Orientation to College: Student Success and Support Program | <u>4</u> |
| | Total Required Units: | 17 |