



DIVISION OF BUSINESS
**COMPUTER INFORMATION TECHNOLOGY/
 OFFICE TECHNOLOGIES**
 ASSOCIATE OF SCIENCE DEGREE

This curriculum is designed to prepare students for employment as computer specialists in business-related programming or microcomputer applications.

To acquire the **Associate of Science Degree in Computer Information Technology: Office Technologies**, students must complete the required major courses below with a grade of "C" or better along with one of the following:

- o RHC GE and Proficiency requirements
- o CSU GE (California State University General Education Breadth)
- o IGETC (Intersegmental General Education Transfer Curriculum)

NOTE: Students interested in transferring as Computer Information Technology majors should consult with a counselor for appropriate general education & major preparation counseling.

| Required Courses | | Units | N | IP | C |
|--|---|-----------|---|----|---|
| ACCT 100 | Introduction to Accounting | 3 | | | |
| CIT 060 | Windows Operating System | 3 | | | |
| CIT 101 | Introduction to Computer Information Technology | 3 | | | |
| CIT 103 | Microsoft Word | 3 | | | |
| CIT 107 | Microsoft Excel | 3 | | | |
| CIT 109 | Microsoft Access | 3 | | | |
| MGMT 108 | Business Writing | 3 | | | |
| Total major units needed for Associate of Science | | 21 | | | |
| Units Completed | | | | | |
| *Prerequisite/Corequisite | | | | | |