



This program roadmap represents one possible pathway to complete the program. **Please see a counselor** to create an education plan that is customized to meet your needs. This roadmap is not a guarantee of course availability or financial aid applicability.

Catalog: 2025-26**GE Pattern:** local AA/AS**Total Units:** 60

First Year

Semester 1

15 Units

CAT.	COURSE	UNIT	PREREQUISITES	GE AREA
Req	BUS 100 English for the Professional	3		
Req	BUS 300 Introduction to Business	3		L4
Req	BUSTEC 126 Outlook: Basics or CISA 126 Outlook: Basics	1 1		
Req	BUSTEC 127 Outlook: Tools or CISA 127 Outlook: Tools	1 1	BUSTEC 126 or CISA 126	
Req	BUSTEC 300.1 Keyboarding/Applications: Beginning	1		
Req	CISA 315 Introduction to Electronic Spreadsheets	2		
GE	STAT C1000 Introduction to Statistics or STAT C1000H ^H Introduction to Statistics - Honors	4 4		L2

Semester 2

15 Units

CAT.	COURSE	UNIT	PREREQUISITES	GE AREA
Req	BUS 310 Business Communications	3	BUS 100 or ENGL C1000	L1A
Req	BUSTEC 101 Computer Keyboarding: 10-Key	1		
Req	BUSTEC 305 Introduction to Business Information Technology	3		
Req	BUSTEC 310 Introduction to Word/Information Processing	3		
GE	any Area L3 (Arts & Humanities) course	3		L3
GE	any Area L7B (Life Development Skills) course	2		L7B

Second Year

CAREER PATH

Career Options:

This degree develops advanced skills needed for upper-level administrative support and office management careers.

Typical career opportunities include clerical, administrative support, and executive assistant positions with private industry, non-profit organizations, and government entities.

Advising Notes:

- This degree can be completed using either the local AA/AS general education (GE) pattern or the Cal-GETC transfer GE pattern. See a counselor to determine which pattern is best for you based on your academic goals.
- Students can substitute ESLW 340 for ENGL C1000/C1000H (formerly known as ENGWR 300/480).
- **Elective Courses:** any elective courses numbered 100-499, or having a 4-digit number starting with C.

Scheduling Notes:

- BUSTEC 300.1 is offered during the 1st 8 weeks and BUSTEC 300.2 is offered during the 2nd 8 weeks, so they can be taken in the same semester.
- BUSTEC 126/CISA 126 is offered during the 1st 5 weeks and BUSTEC 127/CISA 127 is offered during the 2nd 5 weeks, so they can be taken in the same semester.
- BUS 224, BUSTEC 110, and BUSTEC 313 are offered in the fall.

Semester 3

15 Units

CAT.	COURSE	UNIT	PREREQUISITES	GE AREA
RE	ACCT 101 Fundamentals of College Accounting	3		
Req	CISA 320 Introduction to Database Management	1		
GE	any Area LIB (Oral Communication & Critical Thinking) course	3		LIB
GE	any Area L7A (Physical Education) course	1		L7A
Elec	any elective course	3		
Elec	any elective course	3		
Elec	any elective course	1		

- BUSTEC 305, BUSTEC 332 and BUSTEC 350 are offered in the spring.

Semester 4

15 Units

CAT.	COURSE	UNIT	PREREQUISITES	GE AREA
Req	BUSTEC 332 Advanced Business Applications	3		
RE	MGMT 304 Principles of Management	3		
GE	any Area L5 (Natural Sciences) course	3		L5
GE	any Area L6 (Ethnic Studies) course	3		L6
Elec	any elective course	3		

^H honors courses

EXPLANATION OF CATEGORIES

Req	Required Core	A course that is required for this program
GE	General Education	A course that fulfills a specific general education requirement for a degree, which can be replaced with another course that meets the same requirement
RE	Restricted Elective	A course selected from a list of elective courses specified for this program in the course list in the catalog, which can be replaced with another course from the same list
Elec	Degree Elective	A degree-applicable course that is part of a degree roadmap to ensure that there is a total of at least 60 units, which is a requirement for an associate degree