STUDENT SCORECARD

Sacramento City College: Business & CIS Division

Date: _____

Name: _____

ID: _____

Phone: _____

OFFICE ADMINISTRATION CLERICAL GENERAL OFFICE, LEVEL A

Certificate of Achievement

Academic Year: _____

☐ Course #	Course Name	Units	Prerequisites and Advisories*	FA	SP	SU	Rec Sem	Grade
	English Prerequisite: BUS 100, ENGWR 101, or ESLW 340						1st	
BUS 105	Business Mathematics	3	Prerequisite: None; *Advisory: ESLR 320 or ENGRD 10, and MATH 27 or 28*	F	F		1st	
BUS 310	Business Communications	3	Prerequisite: BUS 100, ENGWR 101, or ESLW 340	F,O	O	F	2nd	
BUSTEC 100.1 OR BUSTEC 300.1	Keyboarding Skills: Beginning (1) OR Keyboarding/Applications: Beginning (1)	1	**100.1:** Prerequisite: None; *Advisory: ENGRD 110 and ENGWR 51, or ESLR 310 and ESLW 50* **300.1:** Prerequisite: None; *Advisory: ENGWR 51 and ENGRD 110, or ESLW 320 and ESLR 320*	F	F	F	1st	
BUSTEC 101	Computer Keyboarding: 10-Key	1	Prerequisite: None	F	F	F	1st	
BUSTEC 110	Business Procedures for Professional Success	3	Prerequisite: None; *Advisory: BUS 100, BUSTEC 115, BUSTEC 300.2, and CISC 300*	O	O		1st	
BUSTEC 315	Records and Digital Information Management	3	Prerequisite: None; *Advisory: CISA 323; Grade of Pass for BUSTEC 100.1 or BUSTEC 300.1*		O		2nd	
BUSTEC 300.2	Keyboarding/Applications: Document Formatting	1	Prerequisite: BUSTEC 300.1; *Advisory: ENGWR 51 and ENGRD 110, or ESLW 320 and ESLR 320*	O	O	F	2nd	
CISC 300 or CISC 310	Computer Familiarization (1) OR Introduction to Computer Information Science (3)	1-3	**300:** Prerequisite: None; *Advisory: BUSTEC 300.1 or BUSTEC 100.1 or touch typing at 28 wpm* **310:** Prerequisite: BUSTEC 300.1 or BUSTEC 100.1 and the ability to touch-type 28 words per minute and CISC 300 or CISC 310	F F,O	F F,O	F F,O	1st	
A Minimum of 1 unit from the following:								
BUS 498	Work Experience in Business	1-4	Prerequisite: None				2nd	
Total Units Required *(not including prerequisites):*		17-19						

* All prerequisite courses must be completed with a grade of C or better.