STUDENT SCORECARD

Sacramento City College: Business & CIS Division

Date: _____
Name: _____
ID: _____
Phone: _____

OFFICE ADMINISTRATION: INTRODUCTION TO
COMPUTERIZED OFFICE TECHNOLOGIES, LEVEL B

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	
	ACCT 101	Fundamentals of College Accounting	3	Prerequisite: None; *Advisory: ENGRD 110 and MATH 34*	F	F	F	1st	
	BUS 105	Business Mathematics	3	Prerequisite: None; *Advisory: ESLR 320 or ENGRD 10, and MATH 27 or 28*	F	F		3rd	
	BUS 300	Introduction to Business	3	Prerequisite: None, *Advisory: ENGWR 51 or ESLW 50*	F,O	F,O	F,O	2nd	
	BUS 310	Business Communications	3	Prerequisite: BUS 100, ENGWR 101, or ESLW 340	F,O	O	F	3rd	
	BUSTEC 100.2	Keyboarding Skills: Intermediate	1	Prerequisite: BUSTEC 100.1 or 300.1; *Advisory: ENGRD 110 and ENGWR 51, or ESLR 310 and ESLW 50*	O	O	F	1st	
	BUSTEC 100.3	Keyboarding Skills: Advanced	1	Prerequisite: BUSTEC 100.2; *Advisory: ENGRD 110 and ENGWR 51, or ESLR 310 and ESLW 50*	O	O	F	2nd	
	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/Application: Document Formatting	1	Prerequisite: BUSTEC 300.1; *Advisory: ENGWR 51 and ENGRD 110, or ESLW 320 and ESLR 320*	O	O	F	1st	
	BUSTEC 300.3	Keyboarding/Applications: Advanced Document Formatting	1	Prerequisite: BUSTEC 300.2; *Advisory: ENGWR 51 and ENGRD 110, or ESLW 320 and ESLR 320*	O	O	F	1st	
	CISA 305	Beginning Word Processing	2	Prerequisite: CISC 300 or 310, *Advisory: BUSTEC 300.1 or 100.1*	F,O	F,O	F,O	2nd	
	CISA 315	Introduction to Electronic Spreadsheets	2	Prerequisite: None				2nd	
	CISA 340	Presentation Graphics	2	Prerequisite: None; *Advisory: BUSTEC 300.1 or BUSTEC 100.1 or touch typing at 28 wpm, and CISC 300 or CISC 310*	F,O	F,O	O	1st	
	CISC 305	Introduction to the Internet	1	Prerequisite: CISA 305, CISC 300, CISC 310, or CISC 320				1st	
	Total Units Required *(not including prerequisites):*		29						

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