STUDENT SCORECARD

Sacramento City College: Business & CIS Division

OFFICE ADMINISTRATION: VIRTUAL OFFICE
AND MANAGEMENT TECHNOLOGIES, LEVEL D

Certificate of Achievement

Academic Year: _____

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

☐ Course #	Course Name	Units	Prerequisites and Advisories*	Semester Offered FA	SP	SU	Rec Sem	Grade
	English Prerequisite: BUS 100, ENGWR 101, or ESLW 340						1st	
	Other Prerequisite: BUSTEC 300.1						1st	
ACCT 101	Fundamentals of College Accounting	3	Prerequisite: None; *Advisory: ENGRD 110 and MATH 34*	F	F	F	1st	
ACCT 138	Small Business Taxes	3	Prerequisite: None; *Advisory: ACCT 101*	F			2nd	
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	
BUS 350	Small Business Management/Entrepreneurship	3	Prerequisite: None	F	F.O	O	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 300.3	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	
BUSTEC 352	Virtual Entrepreneurship: Creating and Operating a Home-based Online Business	3	Prerequisite: None; *Advisory: BUS 100 or ENGWR 101 and BUSTEC 300.2 and CISC 300*		O	O	2nd	
CISA 340	Presentation Graphics	2	*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	2nd	
MKT 330	Internet Marketing	3	Prerequisite: None; *Advisory: CISC 305*	O	O		2nd	
A Minimum of 2 units from the following:								
WEXP 298	Work Experience in (Subject)	1-4	Prerequisite: None				2nd	
Total Units Required *(not including prerequisites):*		31						

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