



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
<b>ACCT 100</b>	Introduction to Accounting	<b>3</b>			
<b>CIT 060</b>	Windows Operating System	<b>3</b>			
<b>CIT 101</b>	Introduction to Computer Information Technology	<b>3</b>			
<b>CIT 103</b>	Microsoft® Word®	<b>3</b>			
<b>CIT 117</b>	Microsoft® Excel®	<b>3</b>			
<b>CIT 119</b>	Microsoft® Access®	<b>3</b>			
<b>MGMT 108</b>	Business Writing	<b>3</b>			
<b>Total major units needed for Associate of Science</b>		<b>21</b>			
Units Completed					
*Prerequisite/Corequisite					