



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