

STUDENT SCORECARD

Sacramento City College: Business & CIS Division

OFFICE ADMINISTRATION: BUSINESS OPERATIONS AND
MANAGEMENT TECHNOLOGY, LEVEL C

Certificate of Achievement

Academic Year: _____

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

Course #	Course Name	Units	Prerequisites and Advisories*	Semester Offered			Rec Sem	Grade
				FA	SP	SU		
	English Prerequisite: BUS 100, ENGWR 101, or ESLW 340						1 st	
	Other Prerequisite: BUSTEC 300.2, CISA 305, CISA 310						1 st	
ACCT 101	Fundamentals of College Accounting	3	Prerequisite: None; <i>Advisory: ENGRD 110 and MATH 34</i>	F	F	F	2 nd	
BUS 105	Business Mathematics	3	Prerequisite: None; <i>Advisory: ESLR 320 or ENGRD 10, and MATH 27 or 28</i>	F	F		1 st	
BUS 300	Introduction to Business	3	Prerequisite: None, <i>Advisory: ENGWR 51 or ESLW 50</i>	F,O	F,O	F,O	1 st	
BUS 310	Business Communications	3	Prerequisite: BUS 100, ENGWR 101, or ESLW 340	F,O	O	F	2 nd	
BUSTEC 101	Computer Keyboarding: 10-Key	1	Prerequisite: None	F	F	F	1 st	
BUSTEC 110	Business Procedures for Professional Success	3	Prerequisite: None, <i>Advisory: BUS 100, BUSTEC 115, BUSTEC 300.2, and CISC 300</i>	O	O		1 st	
BUSTEC 315	Records and Digital Information Management	3	Prerequisite: None; <i>Advisory: CISA 323; Grade of Pass for BUSTEC 100.1 or BUSTEC 300.1</i>		O		2 nd	
BUSTEC 300.3	Keyboarding/Applications: Advanced Document Formatting	1	Prerequisite: BUSTEC 300.2; <i>Advisory: ENGWR 51 and ENGRD 110, or ESLW 320 and ESLR 320</i>	O	O	F	1	
CISA 306	Intermediate Word Processing	2	Prerequisite: CISA 305	O	O		2 nd	
CISA 315	Introduction to Electronic Spreadsheets	2	Prerequisite: None; <i>Advisory: BUSTEC 100.1(Keyboarding Skills: Beginning) or BUSTEC 300.1(Keyboarding/Applications: Beginning), CISC 300 (Computer Familiarization), or CISC 310 (Introduction to Computer Information Science)</i>				2 nd	
CISA 340	Presentation Graphics	2	Prerequisite: None; <i>Advisory: BUSTEC 300.1 or BUSTEC 100.1 or touch typing at 28 wpm, and CISC 300 or CISC 310</i>	F,O	F,O	O	1 st	
MGMT 304 <i>or</i> MGMT 372	Introduction to Management Functions <i>or</i> Human Relations and Organizational Behavior	3	Prerequisite: None; <i>Advisory: BUS 100, ENGWR 101 or ESLW 340</i>	H O	H O	O	2 nd	
Total Units Required (not including prerequisites):		29						

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