

# STUDENT SCORECARD

Sacramento City College: Business & CIS Division

OFFICE ADMINISTRATION: COMPUTER  
KEYBOARDING AND OFFICE APPLICATIONS

**Certificate of Achievement**

Academic Year: \_\_\_\_\_

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
ID: \_\_\_\_\_  
Phone: \_\_\_\_\_

<input type="checkbox"/>	Course #	Course Name	Units	Prerequisites and Advisories*	Semester Offered			Rec Sem	Grade
					FA	SP	SU		
		Other Prerequisite: BUSTEC 100.1 or 300.1						1 <sup>st</sup>	
	BUSTEC 100.2	Keyboarding Skills: Intermediate	1	Prerequisite: BUSTEC 100.1 or 300.1; <i>Advisory: ENGRD 110 and ENGWR 51, or ESLR 310 and ESLW 50</i>	O	O	F	2 <sup>nd</sup>	
	BUSTEC 100.3	Keyboarding Skills: Advanced	1	Prerequisite: BUSTEC 100.2; <i>Advisory: ENGRD 110 and ENGWR 51, or ESLR 310 and ESLW 50</i>	O	O	F	2 <sup>nd</sup>	
	BUSTEC 101	Computer Keyboarding: 10-Key	1	Prerequisite: None	F	F	F	1 <sup>st</sup>	
	BUSTEC 300.2	Keyboarding/Applications: Document Formatting	1	Prerequisite: BUSTEC 300.1; <i>Advisory: ENGWR 51 and ENGRD 110, or ESLW 320 and ESLR 320</i>	O	O	F	2 <sup>nd</sup>	
	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	2 <sup>nd</sup>	
	CISA 305	Beginning Word Processing	2	Prerequisite: CISC 300 or 310, <i>Advisory: BUSTEC 300.1 or 100.1</i>	F,O	F,O	F,O	1 <sup>st</sup>	
	CISA 306	Intermediate Word Processing	2	Prerequisite: CISA 305	O	O		1 <sup>st</sup>	
	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 <sup>st</sup>	
	CISA 310	Introduction to Electronic Spreadsheets	3	Prerequisite: BUSTEC 300.1 or BUSTEC 100.1 and the ability to touch-type 28 words per minute and CISC 300 or CISC 310	F,O	F,O	F,O	2 <sup>nd</sup>	
<b>Total Units Required (not including prerequisites):</b>			16						

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