



## Computer Businesses Technology Program's Recommended Course Sequence 2018 -19 Catalog Year

The following is a suggested two-year course sequence recommended by the department faculty. Note that pre-requisites for courses are not included in this plan, and it is always advisable to meet with a counselor to ensure you are meeting all current requirements.

### Associate of Science Degree – Administrative Assistant

#### First Year

Fall Term		Units	Spring Term		Units	Summer Term		Units
CBTE 114	Intro to Windows	1.0	CBTE 128	Comp Microsoft PowerPoint	3.0	CBTE 114	Intro to Windows	1.0
CBTE 127	Intro to Microsoft PowerPoint	2.0	CBTE 143	Intermediate Microsoft Excel	3.0	CBTE 140	Microsoft Excel	2.0
CBTE 152	Beginning Microsoft Access	2.0	CBTE 153	Intermediate Microsoft Access	3.0	CBTE 180	Microsoft Office	3.0
CBTE 180	Microsoft Office	3.0	CBTE 170	Desktop Publishing	2.0			
GE	Any elective as described in the catalog	6.0	GE	Any elective as described in the catalog	6.0			
<i>Total Units</i>		14.0	<i>Total Units</i>		17.0	<i>Total Units</i>		6.0

#### Second Year

Fall Term		Units	Spring Term		Units	Summer Term		Units
CBTE 122	Intermediate Microsoft Word	3.0	CBTE 205	Records Management	3.0	CBTE 114	Intro to Windows	1.0
CBTE 210	Computers in Business	3.0	BUSE 101	Business Mathematics	3.0	CBTE 140	Microsoft Excel	2.0
CBTE 165	Web page Creation	3.0	GE	Any elective as described in the catalog	5.0	CBTE 180	Microsoft Office	3.0
BUSE 119	Business Communications	3.0						
GE	Any elective as described in the catalog	6.0						
<i>Total Units</i>		18.0	<i>Total Units</i>		12.0	<i>Total Units</i>		6.0

General Education: In addition to the courses listed above, students must complete one of the general education options listed in the course catalog. It is strongly recommended that students consult with a counselor to determine which general education option is most appropriate for their individual educational goals.