



# BUSINESS TECHNOLOGY: OFFICE ADMINISTRATION

Associate in Science Degree & Certificate Requirements

## OFFICE ADMINISTRATION

The Office Administration Program, is one of several programs offered by the Business Technology Department. Upon completion of this program, the student will have the skills necessary to assume clerical through supervisory level support roles in small and large professional offices. Skills include: use of current business office procedures; computing applications; business management; communication; and decision making. Emphasis will be on the technical needs of a typical professional office doing general work in areas such as word processing, accounting and financial analysis, database management, contracts, and use of the internet. Heavy use of hands-on experience and laboratory work make the graduates of this program immediately ready for work in the modern office.

## CAREER OPPORTUNITIES

Students will be prepared for a wide range of clerical support opportunities in the modern office environment up to Office Management and Administration. These skills are now in great demand across the country.

**UNITS REQUIRED FOR MAJOR: 59-61**

**UNITS REQUIRED FOR CERTIFICATE(S): 21-61**

## ASSOCIATE DEGREE REQUIREMENTS:

- English proficiency: ENGL 1A, ESL 26 or equivalent.
- Mathematics proficiency: MATH 103/105 or equivalent.

A minimum of 90 units required to include:

- All General Education requirements
- Prerequisite Skills (5.5 Units)
- Completion of the **Business Communication Skills Certificate** (21 units)
- Additional Certificate Courses (see below)
- Electives & other graduation requirements as appropriate

**NOTE:** All courses pertaining to the major must be taken for a letter grade. In addition, a GPA of 2.0 or higher is required in all Core and Support courses for the Degree or Certificates. 50% of the major units must be taken within the Computer, Technology & Information Systems Division.

## Prerequisite Skills:

Entry into any of the certificate programs requires the following: (see a counselor if you seek equivalence)

CAST 102 Computer Keyboarding Skills (.5 units)

ENGL 110 Introduction to College Writing (5 units)

or ESL 25 Composition & Reading (5 units)

## CERTIFICATE INFORMATION:

### Business Communication Skills Certificate (21 units)

CIS 51A Preparation for Technology Careers I (3 units)

CIS 60 Introduction to Business Information Systems (5 units)

B T 59 Integrated Business Communication (5 units)

MATH 220 Elementary Algebra I (5 units)

B T 51A Professional Keyboarding I (1 unit)

B T 51B Professional Keyboarding II (1 unit)

B T 51C Proofreading I (1 unit)

### Office Manager - General Office Certificate of Achievement (61 Units)

This certificate requires the **Business Communication Certificate** (21 units) and the following:

ENGL 1A Composition & Reading (5 units)

or ENGL 1AH Honors Composition & Reading (5 units)

CIS 96Y Special Project (3 units)

BUS 22 Principles of Business (4 units)

ACTG 1A Principles of Accounting I (5 units)

ACTG 1B Principles of Accounting II (5 units)

MATH 105 Intermediate Algebra (5 units)

MATH 10 Elementary Statistics (5 units)

BUSI 18 Business Law I (4 units)

CIS 51C Workplace Principles & Practices (4 units)

### Office Manager - Office Computing Certificate of Achievement (59 Units)

This certificate requires the **Business Communication Certificate** (21 units) and the following:

ENGL 1A Composition & Reading (5 units)

or ENGL 1AH Honors Composition & Reading (5 units)

CIS 96Y Special Project (3 units)

BUSI 22 Principles of Business (4 units)

COIN 61 Publishing on the Web Using HTML/XHTML (5 units)

COIN 56 E-Business (5 units)

CIS 60 Introduction to Business Information Systems (5 units)

CAST 86A Introduction to Adobe InDesign (4 units)

CAST 93A PowerPoint: Effective Presentations (3 units)

CIS 51C Workplace Principles & Practices (4 units)

### Internet/Electronic Commerce Certificate of Achievement (40 Units)

This certificate requires the **Business Communication Certificate** (21 units) and the following:

COIN 51 Internet Technology & Applications: Introduction (5 units)

COIN 56 E-Business (5 units)

COIN 61 Publishing on the Web Using HTML/XHTML (5 units)

CIS 51C Workplace Principles & Practices (4 units)

### Database/SQL Certificate of Achievement (38 Units)

This certificate requires the **Business Communication Certificate** (21 units) and the following:

CAST 109F Using Access (3 units)  
CIS 52A Introduction to Data Management Systems (5 units)  
CIS 52B Oracle SQL (5 units)  
CIS 51C Workplace Principles & Practices (4 units)

### **Accounting/Spreadsheets Certificate of Achievement (37 Units)**

This certificate requires the **Business Communication Certificate** (21 units) and the following:

CAST 107D Excel Basics (3 units)  
ACTG 1A Principles of Accounting (5 units)  
ACTG 64A Computerized Accounting Practice (2 units)  
ACTG 64B Computerized Accounting Programs (2 units)  
CIS 51C Workplace Principles & Practices (4 units)

### **Word Processing/Desktop Publishing Certificate of Achievement (36 Units)**

This certificate requires the **Business Communication Certificate** (21 units) and the following:

CAST 104A Microsoft Word I (3 units)  
CAST 86A Introduction to Adobe InDesign (4 units)  
CAST 92A Introduction to Adobe Photoshop (4 units)  
CIS 51C Workplace Principles & Practices (4 units)

## **Academic Year 2008-2009**

## **FOOTHILL COLLEGE GENERAL EDUCATION & GRADUATION REQUIREMENTS 2008-2009**

The requirements for the Associate in Art or Associate in Science Degree include completion of (1) a minimum of 90 units in prescribed courses; (2) a minimum of 24 units taken at Foothill College; (3) a grade-point average of 2.0 or better in all college courses including Foothill courses; (4) a major of at least 27 units in a curriculum approved by the Foothill Curriculum Committee; and (5) the seven general education requirements listed below. Students planning to transfer to four-year colleges or universities should also check with a counselor for the specific requirements of those institutions.

Students must successfully complete a minimum of 30-35 units from the courses listed below with at least one course in Humanities, English, Natural Sciences (with lab), Social and Behavioral Sciences, Communication and Analytical Thinking, American Cultures and Communities, and two courses in Lifelong Understanding from two different academic departments. **Courses may only be used in one area.**

### **I. Humanities**

**Arts:** ART 1, 2A, 2AH, 2B, 2BH, 2C, 2CH, 2D, 2E, 4A with 4AX, 5A with 5AX, 11, 14, 36, 45A with 45AX; F A 1; GID 1; MUS 1, 2A, 2B, 2C, 3A, 3B, 3C, 7, 7E, 7D, 8, 8H, 10, 64A, 64B, 64C, 64D, 64E, 64F, 64G, 64H, 64I, 64J, 64K, 64L, 64M, 64N, 64O, 64P, 64Q, 64R, 64S, 64T, 64U, 64V, 64W, 64X, 64Y, 64Z, 64AA, 64AB, 64AC, 64AD, 64AE, 64AF, 64AG, 64AH, 64AI, 64AJ, 64AK, 64AL, 64AM, 64AN, 64AO, 64AP, 64AQ, 64AR, 64AS, 64AT, 64AU, 64AV, 64AW, 64AX, 64AY, 64AZ, 64BA, 64BB, 64BC, 64BD, 64BE, 64BF, 64BG, 64BH, 64BI, 64BJ, 64BK, 64BL, 64BM, 64BN, 64BO, 64BP, 64BQ, 64BR, 64BS, 64BT, 64BU, 64BV, 64BW, 64BX, 64BY, 64BZ, 64CA, 64CB, 64CC, 64CD, 64CE, 64CF, 64CG, 64CH, 64CI, 64CJ, 64CK, 64CL, 64CM, 64CN, 64CO, 64CP, 64CQ, 64CR, 64CS, 64CT, 64CU, 64CV, 64CW, 64CX, 64CY, 64CZ, 64DA, 64DB, 64DC, 64DD, 64DE, 64DF, 64DG, 64DH, 64DI, 64DJ, 64DK, 64DL, 64DM, 64DN, 64DO, 64DP, 64DQ, 64DR, 64DS, 64DT, 64DU, 64DV, 64DW, 64DX, 64DY, 64DZ, 64EA, 64EB, 64EC, 64ED, 64EE, 64EF, 64EG, 64EH, 64EI, 64EJ, 64EK, 64EL, 64EM, 64EN, 64EO, 64EP, 64EQ, 64ER, 64ES, 64ET, 64EU, 64EV, 64EW, 64EX, 64EY, 64EZ, 64FA, 64FB, 64FC, 64FD, 64FE, 64FF, 64FG, 64FH, 64FI, 64FJ, 64FK, 64FL, 64FM, 64FN, 64FO, 64FP, 64FQ, 64FR, 64FS, 64FT, 64FU, 64FV, 64FW, 64FX, 64FY, 64FZ, 64GA, 64GB, 64GC, 64GD, 64GE, 64GF, 64GG, 64GH, 64GI, 64GJ, 64GK, 64GL, 64GM, 64GN, 64GO, 64GP, 64GQ, 64GR, 64GS, 64GT, 64GU, 64GV, 64GW, 64GX, 64GY, 64GZ, 64HA, 64HB, 64HC, 64HD, 64HE, 64HF, 64HG, 64HH, 64HI, 64HJ, 64HK, 64HL, 64HM, 64HN, 64HO, 64HP, 64HQ, 64HR, 64HS, 64HT, 64HU, 64HV, 64HW, 64HX, 64HY, 64HZ, 64IA, 64IB, 64IC, 64ID, 64IE, 64IF, 64IG, 64IH, 64II, 64IJ, 64IK, 64IL, 64IM, 64IN, 64IO, 64IP, 64IQ, 64IR, 64IS, 64IT, 64IU, 64IV, 64IW, 64IX, 64IY, 64IZ, 64JA, 64JB, 64JC, 64JD, 64JE, 64JF, 64JG, 64JH, 64JI, 64JJ, 64JK, 64JL, 64JM, 64JN, 64JO, 64JP, 64JQ, 64JR, 64JS, 64JT, 64JU, 64JV, 64JW, 64JX, 64JY, 64JZ, 64KA, 64KB, 64KC, 64KD, 64KE, 64KF, 64KG, 64KH, 64KI, 64KJ, 64KK, 64KL, 64KM, 64KN, 64KO, 64KP, 64KQ, 64KR, 64KS, 64KT, 64KU, 64KV, 64KW, 64KX, 64KY, 64KZ, 64LA, 64LB, 64LC, 64LD, 64LE, 64LF, 64LG, 64LH, 64LI, 64LJ, 64LK, 64LL, 64LM, 64LN, 64LO, 64LP, 64LQ, 64LR, 64LS, 64LT, 64LU, 64LV, 64LW, 64LX, 64LY, 64LZ, 64MA, 64MB, 64MC, 64MD, 64ME, 64MF, 64MG, 64MH, 64MI, 64MJ, 64MK, 64ML, 64MN, 64MO, 64MP, 64MQ, 64MR, 64MS, 64MT, 64MU, 64MV, 64MW, 64MX, 64MY, 64MZ, 64NA, 64NB, 64NC, 64ND, 64NE, 64NF, 64NG, 64NH, 64NI, 64NJ, 64NK, 64NL, 64NM, 64NO, 64NP, 64NQ, 64NR, 64NS, 64NT, 64NU, 64NV, 64NW, 64NX, 64NY, 64NZ, 64OA, 64OB, 64OC, 64OD, 64OE, 64OF, 64OG, 64OH, 64OI, 64OJ, 64OK, 64OL, 64OM, 64ON, 64OO, 64OP, 64OQ, 64OR, 64OS, 64OT, 64OU, 64OV, 64OW, 64OX, 64OY, 64OZ, 64PA, 64PB, 64PC, 64PD, 64PE, 64PF, 64PG, 64PH, 64PI, 64PJ, 64PK, 64PL, 64PM, 64PN, 64PO, 64PP, 64PQ, 64PR, 64PS, 64PT, 64PU, 64PV, 64PW, 64PX, 64PY, 64PZ, 64QA, 64QB, 64QC, 64QD, 64QE, 64QF, 64QG, 64QH, 64QI, 64QJ, 64QK, 64QL, 64QM, 64QN, 64QO, 64QP, 64QQ, 64QR, 64QS, 64QT, 64QU, 64QV, 64QW, 64QX, 64QY, 64QZ, 64RA, 64RB, 64RC, 64RD, 64RE, 64RF, 64RG, 64RH, 64RI, 64RJ, 64RK, 64RL, 64RM, 64RN, 64RO, 64RP, 64RQ, 64RR, 64RS, 64RT, 64RU, 64RV, 64RW, 64RX, 64RY, 64RZ, 64SA, 64SB, 64SC, 64SD, 64SE, 64SF, 64SG, 64SH, 64SI, 64SJ, 64SK, 64SL, 64SM, 64SN, 64SO, 64SP, 64SQ, 64SR, 64SS, 64ST, 64SU, 64SV, 64SW, 64SX, 64SY, 64SZ, 64TA, 64TB, 64TC, 64TD, 64TE, 64TF, 64TG, 64TH, 64TI, 64TJ, 64TK, 64TL, 64TM, 64TN, 64TO, 64TP, 64TQ, 64TR, 64TS, 64TT, 64TU, 64TV, 64TW, 64TX, 64TY, 64TZ, 64UA, 64UB, 64UC, 64UD, 64UE, 64UF, 64UG, 64UH, 64UI, 64UJ, 64UK, 64UL, 64UM, 64UN, 64UO, 64UP, 64UQ, 64UR, 64US, 64UT, 64UU, 64UV, 64UW, 64UX, 64UY, 64UZ, 64VA, 64VB, 64VC, 64VD, 64VE, 64VF, 64VG, 64VH, 64VI, 64VJ, 64VK, 64VL, 64VM, 64VN, 64VO, 64VP, 64VQ, 64VR, 64VS, 64VT, 64VU, 64VV, 64VW, 64VX, 64VY, 64VZ, 64WA, 64WB, 64WC, 64WD, 64WE, 64WF, 64WG, 64WH, 64WI, 64WJ, 64WK, 64WL, 64WM, 64WN, 64WO, 64WP, 64WQ, 64WR, 64WS, 64WT, 64WU, 64WV, 64WW, 64WX, 64WY, 64WZ, 64XA, 64XB, 64XC, 64XD, 64XE, 64XF, 64XG, 64XH, 64XI, 64XJ, 64XK, 64XL, 64XM, 64XN, 64XO, 64XP, 64XQ, 64XR, 64XS, 64XT, 64XU, 64XV, 64XW, 64XX, 64XY, 64XZ, 64YA, 64YB, 64YC, 64YD, 64YE, 64YF, 64YG, 64YH, 64YI, 64YJ, 64YK, 64YL, 64YM, 64YN, 64YO, 64YP, 64YQ, 64YR, 64YS, 64YT, 64YU, 64YV, 64YW, 64YX, 64YY, 64YZ, 64ZA, 64ZB, 64ZC, 64ZD, 64ZE, 64ZF, 64ZG, 64ZH, 64ZI, 64ZJ, 64ZK, 64ZL, 64ZM, 64ZN, 64ZO, 64ZP, 64ZQ, 64ZR, 64ZS, 64ZT, 64ZU, 64ZV, 64ZW, 64ZX, 64ZY, 64ZZ, 64AA, 64AB, 64AC, 64AD, 64AE, 64AF, 64AG, 64AH, 64AI, 64AJ, 64AK, 64AL, 64AM, 64AN, 64AO, 64AP, 64AQ, 64AR, 64AS, 64AT, 64AU, 64AV, 64AW, 64AX, 64AY, 64AZ, 64BA, 64BB, 64BC, 64BD, 64BE, 64BF, 64BG, 64BH, 64BI, 64BJ, 64BK, 64BL, 64BM, 64BN, 64BO, 64BP, 64BQ, 64BR, 64BS, 64BT, 64BU, 64BV, 64BW, 64BX, 64BY, 64BZ, 64CA, 64CB, 64CC, 64CD, 64CE, 64CF, 64CG, 64CH, 64CI, 64CJ, 64CK, 64CL, 64CM, 64CN, 64CO, 64CP, 64CQ, 64CR, 64CS, 64CT, 64CU, 64CV, 64CW, 64CX, 64CY, 64CZ, 64DA, 64DB, 64DC, 64DD, 64DE, 64DF, 64DG, 64DH, 64DI, 64DJ, 64DK, 64DL, 64DM, 64DN, 64DO, 64DP, 64DQ, 64DR, 64DS, 64DT, 64DU, 64DV, 64DW, 64DX, 64DY, 64DZ, 64EA, 64EB, 64EC, 64ED, 64EE, 64EF, 64EG, 64EH, 64EI, 64EJ, 64EK, 64EL, 64EM, 64EN, 64EO, 64EP, 64EQ, 64ER, 64ES, 64ET, 64EU, 64EV, 64EW, 64EX, 64EY, 64EZ, 64FA, 64FB, 64FC, 64FD, 64FE, 64FF, 64FG, 64FH, 64FI, 64FJ, 64FK, 64FL, 64FM, 64FN, 64FO, 64FP, 64FQ, 64FR, 64FS, 64FT, 64FU, 64FV, 64FW, 64FX, 64FY, 64FZ, 64GA, 64GB, 64GC, 64GD, 64GE, 64GF, 64GG, 64GH, 64GI, 64GJ, 64GK, 64GL, 64GM, 64GN, 64GO, 64GP, 64GQ, 64GR, 64GS, 64GT, 64GU, 64GV, 64GW, 64GX, 64GY, 64GZ, 64HA, 64HB, 64HC, 64HD, 64HE, 64HF, 64HG, 64HH, 64HI, 64HJ, 64HK, 64HL, 64HM, 64HN, 64HO, 64HP, 64HQ, 64HR, 64HS, 64HT, 64HU, 64HV, 64HW, 64HX, 64HY, 64HZ, 64IA, 64IB, 64IC, 64ID, 64IE, 64IF, 64IG, 64IH, 64II, 64IJ, 64IK, 64IL, 64IM, 64IN, 64IO, 64IP, 64IQ, 64IR, 64IS, 64IT, 64IU, 64IV, 64IW, 64IX, 64IY, 64IZ, 64JA, 64JB, 64JC, 64JD, 64JE, 64JF, 64JG, 64JH, 64JI, 64JJ, 64JK, 64JL, 64JM, 64JN, 64JO, 64JP, 64JQ, 64JR, 64JS, 64JT, 64JU, 64JV, 64JW, 64JX, 64JY, 64JZ, 64KA, 64KB, 64KC, 64KD, 64KE, 64KF, 64KG, 64KH, 64KI, 64KJ, 64KK, 64KL, 64KM, 64KN, 64KO, 64KP, 64KQ, 64KR, 64KS, 64KT, 64KU, 64KV, 64KW, 64KX, 64KY, 64KZ, 64LA, 64LB, 64LC, 64LD, 64LE, 64LF, 64LG, 64LH, 64LI, 64LJ, 64LK, 64LM, 64LN, 64LO, 64LP, 64LQ, 64LR, 64LS, 64LT, 64LU, 64LV, 64LW, 64LX, 64LY, 64LZ, 64MA, 64MB, 64MC, 64MD, 64ME, 64MF, 64MG, 64MH, 64MI, 64MJ, 64MK, 64ML, 64MN, 64MO, 64MP, 64MQ, 64MR, 64MS, 64MT, 64MU, 64MV, 64MW, 64MX, 64MY, 64MZ, 64NA, 64NB, 64NC, 64ND, 64NE, 64NF, 64NG, 64NH, 64NI, 64NJ, 64NK, 64NL, 64NM, 64NO, 64NP, 64NQ, 64NR, 64NS, 64NT, 64NU, 64NV, 64NW, 64NX, 64NY, 64NZ, 64OA, 64OB, 64OC, 64OD, 64OE, 64OF, 64OG, 64OH, 64OI, 64OJ, 64OK, 64OL, 64OM, 64ON, 64OO, 64OP, 64OQ, 64OR, 64OS, 64OT, 64OU, 64OV, 64OW, 64OX, 64OY, 64OZ, 64PA, 64PB, 64PC, 64PD, 64PE, 64PF, 64PG, 64PH, 64PI, 64PJ, 64PK, 64PL, 64PM, 64PN, 64PO, 64PP, 64PQ, 64PR, 64PS, 64PT, 64PU, 64PV, 64PW, 64PX, 64PY, 64PZ, 64QA, 64QB, 64QC, 64QD, 64QE, 64QF, 64QG, 64QH, 64QI, 64QJ, 64QK, 64QL, 64QM, 64QN, 64QO, 64QP, 64QQ, 64QR, 64QS, 64QT, 64QU, 64QV, 64QW, 64QX, 64QY, 64QZ, 64RA, 64RB, 64RC, 64RD, 64RE, 64RF, 64RG, 64RH, 64RI, 64RJ, 64RK, 64RL, 64RM, 64RN, 64RO, 64RP, 64RQ, 64RR, 64RS, 64RT, 64RU, 64RV, 64RW, 64RX, 64RY, 64RZ, 64SA, 64SB, 64SC, 64SD, 64SE, 64SF, 64SG, 64SH, 64SI, 64SJ, 64SK, 64SL, 64SM, 64SN, 64SO, 64SP, 64SQ, 64SR, 64SS, 64ST, 64SU, 64SV, 64SW, 64SX, 64SY, 64SZ, 64TA, 64TB, 64TC, 64TD, 64TE, 64TF, 64TG, 64TH, 64TI, 64TJ, 64TK, 64TL, 64TM, 64TN, 64TO, 64TP, 64TQ, 64TR, 64TS, 64TT, 64TU, 64TV, 64TW, 64TX, 64TY, 64TZ, 64UA, 64UB, 64UC, 64UD, 64UE, 64UF, 64UG, 64UH, 64UI, 64UJ, 64UK, 64UL, 64UM, 64UN, 64UO, 64UP, 64UQ, 64UR, 64US, 64UT, 64UU, 64UV, 64UW, 64UX, 64UY, 64UZ, 64VA, 64VB, 64VC, 64VD, 64VE, 64VF, 64VG, 64VH, 64VI, 64VJ, 64VK, 64VL, 64VM, 64VN, 64VO, 64VP, 64VQ, 64VR, 64VS, 64VT, 64VU, 64VV, 64VW, 64VX, 64VY, 64VZ, 64WA, 64WB, 64WC, 64WD, 64WE, 64WF, 64WG, 64WH, 64WI, 64WJ, 64WK, 64WL, 64WM, 64WN, 64WO, 64WP, 64WQ, 64WR, 64WS, 64WT, 64WU, 64WV, 64WW, 64WX, 64WY, 64WZ, 64XA, 64XB, 64XC, 64XD, 64XE, 64XF, 64XG, 64XH, 64XI, 64XJ, 64XK, 64XL, 64XM, 64XN, 64XO, 64XP, 64XQ, 64XR, 64XS, 64XT, 64XU, 64XV, 64XW, 64XX, 64XY, 64XZ, 64YA, 64YB, 64YC, 64YD, 64YE, 64YF, 64YG, 64YH, 64YI, 64YJ, 64YK, 64YL, 64YM, 64YN, 64YO, 64YP, 64YQ, 64YR, 64YS, 64YT, 64YU, 64YV, 64YW, 64YX, 64YY, 64YZ, 64ZA, 64ZB, 64ZC, 64ZD, 64ZE, 64ZF, 64ZG, 64ZH, 64ZI, 64ZJ, 64ZK, 64ZL, 64ZM, 64ZN, 64ZO, 64ZP, 64ZQ, 64ZR, 64ZS, 64ZT, 64ZU, 64ZV, 64ZW, 64ZX, 64ZY, 64ZZ

### **II. English**

ENGL 1A, 1AH or ESL 26.

### **III. Natural Sciences (with laboratory)**

ASTR 10A with 10L, 10B with 10L, 10BH with 10L; BIOL 1A, 1B, 1C, 9 with 9L, 10, 13, 14, 15, 40A, 40B, 40C, 41; CHEM 1A, 10, 25, 30A; GEOG 1; GEOL 10, 11; HORT 10; MET 10 with 10L; PHYS 2A, 4A, 10.

### **IV. Social & Behavioral Sciences**

ANTH 1, 2A, 2B, 3, 4, 5, 6, 8; BUSI 22, 53; CHLD 55; ECON 1A, 1B, 9, 12, 25; GEOG 1, 2, 5, 9, 10; GERM 8; HIST 4A, 4B, 4C, 4CH, 8, 9, 9H, 10, 15, 16, 16H, 17A, 17B, 17C, 18, 19, 20, 23A, 30; POLI 1, 2, 2H, 3, 3H, 5, 7, 8, 9, 15, 15H; PSYC 1, 4, 10, 14, 21, 22, 25, 30, 33, 40, 49, 55; SOC 1, 10, 11, 15, 19, 20, 21, 23, 30, 40; SOSC 20, WMN 5, 11, 21.

### **V. Communication & Analytical Thinking**

CIS 12A, 15A, 18, 25A; COMM 1A, 1B, 2, 3, 4, 12, 24, 30, 46, 55; ENGL 1B, 1BH, 4; MATH 1A, 1B, 1C, 2A, 2B, 10, 11, 12, 22, 44, 46, 49, 51; PHIL 1, 7, 8, 50.

### **VI. American Cultures and Communities**

ANTH 4; ART 2D; BIOL 14; CHLD 11; COMM 10, 12; ENGL 5, 8, 12, 31, 41, 48A, 48B, 48C; HIST 9, 9H, 10; MUS 8, 8H; PHIL 22; PHOT 8, 8H; POLI 7; PSYC 22; SOC 8, 23; SOSC 20; SPED 61; THTR 8; WMN 5, 11.

### **VII. Lifelong Understanding**

Students must successfully complete a total of four units or more in Lifelong Understanding from two different academic departments. BIOL 8, 9, 45; BUSI 91L; CIS 2, 50A, 60; COIN 51; CNSL 1, 2, 72, 80, 90; COMM 2, 10, 12; CRLP 55, 70; DANC 1A, 1B, 2, 3A, 3B, 4, 5, 6, 7; HLTH 21; PHED 4; any physical activity course (PHED) or ALAP 60, 60X, 61, 61X, 62, 62X, 63, 63X, 64, 64X, 65, 65X, 66, 66X, 70, 70X, 71, 71X, 80, 80X; LIBR 1, 50, 71; SOC 19, 40; SOSC 20; SPED 52, 61, 72.

**Minimum proficiency: ENGL 1A or ESL 26 and MATH 103 or MATH 105\*, completed with a letter grade of "C" or better.**

\*Intermediate Algebra or equivalent means MATH 103 or 105, or mathematics placement test score indicating eligibility for a mathematics course beyond the level of MATH 105, or completion of a higher-level course with a grade of "C" or better, or completion of a bachelor degree or higher from an accredited U.S. college or university.