

SAN DIEGO CITY COLLEGE
ASSOCIATE in SCIENCE DEGREE
COMPUTER BUSINESS TECHNOLOGY (Administrative Assistant)
As of 4 June 2008

<p>DEGREE OBJECTIVE—The purpose of this degree is to obtain proficiency in Computer Business Technology (Administrative Assistant). Military students may receive credit for some degree requirements from prior military training.</p> <p>ACADEMIC RESIDENCY— Students are required to take a minimum of 60 semester hours for degree completion, with a minimum of 12 semester hours (SH) taken as an enrolled on site or distance education (DE) San Diego Community College District student.</p>	<p>Point Of Contact: Mr. Darrell Himmelspach Articulation Officer dhimmels@sdccd.edu</p>
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DEGREE REQUIREMENTS SUMMARY

REQUIREMENT	SEMESTER HOURS	SOC COURSE	NAVY RATE	SERVICE SCHOOL	TESTS CLEP/DSST/IB/AP	ATTENDANCE OPTION ONLINE
<p>Core requirements-Need 25.5-27.5 hours of credit May be satisfied by ACE credit recommendations for military training and experience in the area of Computer Business Technology (Administrative Assistant). This is designed for most, if not all, ratings in the Navy. If needed, military credit may be augmented by credits earned from an accredited institution of higher learning in a related field:</p>	25.5-27.5					
CBTE 101 Keyboarding for Computers or			X	X		X
CBTE 102 Keyboarding or		OF010A	X	X		
CBTE 103 Beginning Computer Keyboarding	1-3					
CBTE 111 Introduction to Windows 95 or						
CBTE 114 Introduction to Microsoft Windows	1					X
CBTE 120 Beginning Microsoft Word or						X
CBTE 130 Beginning Corel WordPerfect (Miramar)	2					
CBTE 122 Intermediate Microsoft Word	3					X
CBTE 140A Introduction to Microsoft Excel	1					
CBTE 151 Introduction to Microsoft Access	1					X
CBTE 170 Desktop Publishing	2					X
CBTE 198A Project Lab I or						X
CBTE 198B Project Lab II	0.5					
CBTE 200 Office Telecommunications	2					X
CBTE 205 Records Management	3		X	X		X
CBTE 210 Computers in Business or						X
CBTE 211 Office Administration	3					X
BUSE 101 Business Mathematics	3	MH071A				X
BUSE 119 Business Communications	3	CM006A				X

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GENERAL EDUCATION TOTAL OF 18 CREDITS AS OUTLINED BELOW: More than one course if offered in the six areas below. Visit our catalog website for a list of courses to choose from. www.communitycollege.net/catalogs/city/	18					
English Composition	3				X	X
Communication & Analytical Thinking	3				X	X
Natural Sciences	3				X	X
Humanities	3				X	X
Social & Behavioral Sciences	3				X	X
Any additional General Education coursework	0-3					
DISTRICT REQUIREMENTS- Some courses selected to meet these requirements may also be used to meet general education requirements	3-12					
Competence in Reading & Written Expression <i>May also meet general education requirement in English Composition</i>	3				X	X
Competence in Math <i>May also meet general education requirement in Communication and Analytical Thinking</i>	3				X	X
American Institutions/California Government <i>3 units may also meet general education requirements</i>	3-6				X	X
Electives <i>May be satisfied by Military credit, various CLEP and DSST exams, previous college credit, or any San Diego City College courses.</i>	0-5		X	X	X	X
Physical Education <i>U.S. Veterans and active duty U.S. Military personnel may be granted two units of college credit to fulfill the physical education requirement if service has been continuous for at least six months. Copies of your DD-214, or DD-295 or SMART or AART Transcript must be on file in the Records Office</i>	2		X	X		
Health Education	2		X	X		X

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<i>U.S. Veterans and active duty U.S. Military personnel may be granted two units of college credit to fulfill the health education requirement if service has been continuous for at least six months. Copies of your DD-214 or DD-295 or SMART or AART Transcript must be on file in the Records Office</i>						
Multicultural Studies	0-3					X
Total Credits Required to Complete the Degree	60-61.5					

This roadmap is an advisory tool only, additional data and information may be obtained by contacting the City College Counseling Department at: <http://www.sdcity.edu/counseling/default.asp> or the on-line City College Course catalog at: www.communitycollege.net/catalogs/city/