

# BUSINESS



## Business *A.A. Degrees*

Accounting  
Medical Office  
General Business  
General Office Skills  
Marketing  
Management  
Real Estate

## Business *A.S. Degree*

Economics Option

## Computer Science & Information Systems *A.S. Degree*

Business Computer Applications

## Business *Certificates of Achievement*

Accounting  
Business Computer Applications  
Economics Option  
General Business  
General Office Skills  
Management  
Marketing  
Medical Office  
Real Estate

## Computerized Accounting *Certificate of Proficiency*

## ROP Certificates - *see page 228*

Computerized Accounting - Quickbooks  
General Office Accounting  
Medical Billing  
Medical Coding  
Medical Office Procedures  
Medical Terminology  
Payroll Accounting

Contact:  
(408) 848-4719  
tps@gavilan.edu

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth, or the IGETC pattern. See a counselor for details.

# General Business

## A.A. Degree

### MAJOR REQUIREMENTS (See #1-4):

ACCT 20	Financial Accounting	.4 units
ACCT 21	Managerial Accounting	.4 units
ECON 1*	Principles of Macroeconomic	0-3 units
ECON 2*	Principles of Microeconomics	0-3 units

#### Choose one:

MATH 5*	Introduction to Statistics (*0-3 units)	
BUS/ECON 11	Statistics for Business and Economics (4 units)	0-4 units

#### Choose one:

CSIS 2*	Computers in Business - MS Office (see #4) (4 units)	
CSIS 2L	Computers in Business Lab - MS Office (1 unit)	1-4 units

Electives **	0-9 units
Total Units for Major:	18-31 UNITS

Plus completion of general education requirements	units vary
Total Units Required for A.A.:	minimum of 60 UNITS

\* May be used to satisfy general education requirements for A.A. degree. If CSIS 2, ECON 1, ECON 2, or any elective is used to satisfy A.A. general education requirements, the student must take additional courses from the Recommended Business Electives, to provide 18 units exclusively in the major.

\*\* See #3 (next column)

**Recommended Business Electives:** BUS 1, 80; CMUN 11; MATH 1A, 1B, 1C, 2, 2C, 6, 7, 8, 9, 10

**Recommended General Education Electives (see #1):** ANTH 3, HIST 7AB, PHIL 2, PSYC 1, SOC 1A

Consult with a counselor regarding other courses which are appropriate to your major.

This program is designed for students pursuing a four-year degree in business.

Program Learning Outcomes: After completing this degree a student will be able to:

- ▶ analyze common business transactions and link them to the appropriate financial statements.
  - ▶ analyze the impact of shifts in supply and demand upon equilibrium price and quantity. Students who transfer to four-year colleges will have the appropriate background to successfully pursue a four-year Business degree.
1. Four-year colleges differ substantially in their lower division requirements for business transfer majors. Before enrolling you should refer to four-year college catalogs and consult with business faculty or counselor. (E.g., San Jose State University requires BUS 1, BUS 80 and MATH 7 from the business electives listed and CSIS 2L rather than CSIS 2.)
  2. The Business Associate's degree requirements will typically be required for transfer students; however, because of the diversity of four-year schools' transfer requirements, you may petition for a modification of requirements to meet your specific transfer needs. You will need to complete a minimum of eighteen units, and all modifications must be approved by your counselor and the Business Department Chairperson.
  3. Please note that ECON 1, ECON 2 and MATH 5 are part of the typical requirements. These courses can be used to satisfy general education requirements, but then you may not count the units towards the 18 unit major and you will need to select business electives.
  4. Please note that CSIS 2 is part of the typical requirements. This course can be used to satisfy the Lifelong Understanding and Self-Development Area E of the A.A. general education requirements, but then you may not count it towards the 18 unit major requirement.

Courses completed to satisfy general education requirements cannot be used in the major unless so specified and beyond the 18 unit minimum.



General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth, or the IGETC pattern. See a counselor for details.

## General Business

### **Certificate of Achievement**

ACCT 20	Financial Accounting	.....4 units
ACCT 21	Managerial Accounting	.....4 units
ECON 1	Principles of Macroeconomics	.....3 units
ECON 2	Principles of Microeconomics*	.....3 units

Choose one:

MATH 5	Introduction to Statistics (3 units)	
BUS/ECON 11	Statistics for Business and Economics (4 units)	.....0-4 units

Choose one:

CSIS 2	Computers in Business - MS Office (4 units)	
CSIS 2L	Computers in Business Lab - MS Office (1 unit)	.....1-4 units

Total Units for Certificate of Achievement: 18-22 UNITS

**Recommended Business Electives:** BUS 1, 80; CMUN 11; CSIS 6, 8 or any transfer level CSIS class; MATH 6, 7, 8, 9, 10

With the consent of counselor and department chairperson, other electives may be chosen

**Program Learning Outcomes:** After completing this Certificate of Achievement a student will be able to:

- ▶ analyze common business transactions and link them to the appropriate financial statements.
- ▶ analyze the impact of shifts in supply and demand upon equilibrium price and quantity.

This program is designed for students desiring a broad introduction to business rather than a specialized area of concentration. It should also be considered by students who think they may continue their education as a business major at a four-year college.

Students are expected to complete the courses or show competency. See a counselor regarding the course competency (waiver) process.

# Business Computer Applications

## A.S. Degree

Choose 21 units from the following list of courses:

Choose only one of the following two courses:

CSIS 1	Computer Literacy - MS Office (2 units)
CSIS 2	Computers in Business - MS Office (4 units)
CSIS 6	Web Page Authoring I (2 units)
CSIS 8	Introduction to the Internet (1 unit)
CSIS 10	BASIC Programming (2 units)
CSIS 72	Desktop Publishing - QuarkXPress (3 units)
CSIS 73	Desktop Publishing - Adobe InDesign (3 units)
CSIS 75	PhotoShop I - Adobe Photoshop (3 units)
CSIS 121	Spreadsheet - MS Excel (1-2 units)
CSIS 124	Windows Fundamentals (1 unit)
CSIS 126	Word Processing - MS Word (2 units)
CSIS 128	Database - MS Access (2 units)
CSIS 129	Presentation Graphics - MS PowerPoint (1 unit)
CSIS 132	Intermediate Word Processing - MS Word (2 units)
CSIS 134	Intermediate Excel (2 units)
CSIS 181	PC Hardware (4 units)
CSIS 182	Operating Systems (4 units)

Total Units for Major: .....21 UNITS

Plus completion of general education requirements .....units vary

Total Units Required for A.S.: minimum of 60 UNITS

**Recommended Electives:** CSIS 7 and other desktop publishing courses

## Certificate of Achievement

Choose 21 units from the following list of courses:

Choose only one of the following two courses:

CSIS 1	Computer Literacy - MS Office (2 units)
CSIS 2	Computers in Business - MS Office (4 units)
CSIS 6	Web Page Authoring I (2 units)
CSIS 8	Introduction to the Internet (1 unit)
CSIS 10	BASIC Programming (2 units)
CSIS 72	Desktop Publishing - QuarkXPress (3 units)
CSIS 73	Desktop Publishing - Adobe InDesign (3 units)
CSIS 75	PhotoShop I - Adobe Photoshop (3 units)
CSIS 121	Spreadsheet - MS Excel (1-2 units)
CSIS 124	Windows Fundamentals (1 unit)
CSIS 126	Word Processing - MS Word (2 units)
CSIS 128	Database - MS Access (2 units)
CSIS 129	Presentation Graphics - MS PowerPoint (1 unit)
CSIS 132	Intermediate Word Processing - MS Word (2 units)
CSIS 134	Intermediate Excel (2 units)
CSIS 181	PC Hardware (4 units)
CSIS 182	Operating Systems (4 units)

Total Units for Certificate of Achievement: .....21 UNITS

**Recommended Electives:** CSIS 7 and other desktop publishing courses

**Program Learning Outcome:** After completing this degree a student will be able to use a variety of business software, including word processors and spreadsheets to create business letters, reports and other business documents.

The Computer Applications Option prepares students for positions utilizing a wide variety of popular operating systems and business application software. The computer applications taught are used in most business environments including word processing, spreadsheets, databases, graphics, and desktop publishing. This degree is also appropriate for retraining and for improving promotional opportunities.

Career Opportunities include general office work, document preparation, technical support, Help Desk training and support, word processing, Administrative Secretary and administrative services.

Four-year colleges may differ in their major preparation requirements for transfer. Consult with a counselor regarding transfer requirements.

**Program Learning Outcome:** After completing this Certificate of Achievement a student will be able to use a variety of business software, including word processors and spreadsheets to create business letters, reports and other business documents.

The Business Computer Applications Certificate of Achievement prepares students for positions utilizing a wide variety of popular operating systems and business application software. The computer applications taught are used in most business environments including word processing, spreadsheets, databases, graphics, and desktop publishing. This degree is also appropriate for retraining and for improving promotional opportunities.

Career Opportunities include general office work, document preparation, technical support, Help Desk training and support, word processing, Administrative Secretary and administrative services.

Students are expected to complete the courses or show competency. See a counselor regarding the course competency (waiver) process.

# Economics

## A.S. Degree

ECON 1	Principles of Macroeconomics	.....3 units
ECON 2	Principles of Microeconomics	.....3 units

Choose one:

MATH 5	Introduction to Statistics (3 units)	
BUS/ECON 11	Statistics for Business and Economics (4 units)	..... 3-4 units

Choose one:

MATH 1A	Single-Variable Calculus and Analytic Geometry (4 units)	
MATH 6	Calculus for Business (3 units)	..... 3-4 units

Choose two:

MATH 1B	Single-Variable Calculus and Analytic Geometry (4 units)	
MATH 7	Finite Math (3 units)	
ACCT 20	Financial Accounting (4 units)	..... 7-8 units

Total Units for Major: 19-22 UNITS

Plus completion of general education requirements ..... units vary  
 Total Units Required for A.A.: minimum of 60 UNITS

## Certificate of Achievement

ECON 1	Principles of Macroeconomics	.....3 units
ECON 2	Principles of Microeconomics	.....3 units

Choose one:

MATH 5	Introduction to Statistics (3 units)	
BUS/ECON 11	Statistics for Business and Economics (4 units)	..... 3-4 units

Choose one:

MATH 1A	Single-Variable Calculus and Analytic Geometry (4 units)	
MATH 6	Calculus for Business (3 units)	..... 3-4 units

Choose two:

MATH 1B	Single-Variable Calculus and Analytic Geometry (4 units)	
MATH 7	Finite Math (3 units)	
ACCT 20	Financial Accounting (4 units)	..... 7-8 units

Total Units for Certificate of Achievement: 19-22 UNITS

**Program Learning Outcomes:** After completing this degree a student will be able to:

- ▶ derive the appropriate profit maximizing price and quantity decisions of firms under different competitive conditions by selecting and applying the appropriate microeconomic principles,
- ▶ calculate equilibrium price and output of markets and the equilibrium GDP deflator and equilibrium real GDP of the whole economy by applying the appropriate economic tools and principles.

Students completing this option will have the necessary lower division courses for an economics major at a four-year institution. Four-year colleges may differ in their major preparation requirements for transfer. Consult with a counselor regarding transfer requirements.

**Program Learning Outcomes:** After completing this Certificate of Achievement a student will be able to:

- ▶ derive the appropriate profit maximizing price and quantity decisions of firms under different competitive conditions by selecting and applying the appropriate microeconomic principles,
- ▶ calculate equilibrium price and output of markets and the equilibrium GDP deflator and equilibrium real GDP of the whole economy by applying the appropriate economic tools and principles.

Students completing this option will have the necessary lower division courses for an economics major at a four-year institution.

Students are expected to complete the courses or show competency. See a counselor regarding the course competency (waiver) process.

# Real Estate

## A.A. Degree

RE 160	Real Estate Principles	.....3 units
RE 162	Real Estate Practice	.....3 units

Select at least twelve (12) units from the following courses:

RE 163	Real Estate Finance (3 units)	
RE 164	Real Estate Appraisal (3 units)	
RE 165	Legal Aspects of Real Estate (3 units)	
RE 168	Real Estate Escrows (3 units)	
BUS 80	Business Law (3 units)	.....12 units

Choose one:

RE 167	Real Estate Economics (3 units)
ACCT 20	Financial Accounting (4 units)

3-4 units

Total Units for Major: 21-22 UNITS

Plus completion of general education requirements ..... units vary

Total Units Required for A.A.: minimum of 60 UNITS

## Certificate of Achievement

RE 160	Real Estate Principles	.....3 units
RE 162	Real Estate Practice	.....3 units

Select at least twelve (12) units from the following courses:

RE 163	Real Estate Finance (3 units)	
RE 164	Real Estate Appraisal (3 units)	
RE 165	Legal Aspects of Real Estate (3 units)	
RE 168	Real Estate Escrows (3 units)	
BUS 80	Business Law (3 units)	.....12 units

Choose one:

RE 167	Real Estate Economics (3 units)
ACCT 20	Financial Accounting (4 units)

..... 3-4 units

Total Units for Certificate of Achievement: 21-22 UNITS

The state sets the requirements for the Real Estate Salesperson's and Broker's License. A state licensing test is required. Consult your business advisor for current state licensing requirements.

Recommended Electives: CSIS 1, 2; BUS 1; ECON 2; MGMT 102; MKTG 100, 102; MATH 233

Four-year colleges may differ in their major preparation requirements for transfer. Consult with a counselor regarding transfer requirements.

The state sets the requirements for the Real Estate Salesperson's and Broker's License. A state licensing test is required. Consult your business advisor for current state licensing requirements.

Recommended Electives: CSIS 1, 2; BUS 1; ECON 2; MGMT 102; MKTG 100, 102; MATH 233

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth, or the IGETC pattern. See a counselor for details.

## Business Options

The following degrees and/or certificates require a combination of **CORE COURSES** and additional requirements:

### CORE COURSES:

CSIS 8	Introduction to the Internet	.....1 unit
MATH 402	Pre-Algebra (or eligible for higher math)	..... 0-3 units
Choose one:		
ACCT 20	Financial Accounting (4 units)	
ACCT 101	Occupational Accounting (4 units)	
ACCT 103	General Office Accounting (2 units)	..... 2-4 units
Choose one:		
CSIS 1	Computer Literacy* (2 units)	
CSIS 2 *	Computers in Business - MS Office (4 units)	
CSIS 2L	Computers in Business Lab - MS Office (1 unit)	..... 1-4 units
Choose one:		
ECON 1 *	Principles of Macroeconomics (3 units)	
ECON 10 *	Fundamentals of Economics (3 units)	
BUS 1 *	Fundamentals of Business (3 units)	..... 3 units
One of the following: BOT 191A, B, C Work Place Skills.....1 unit		
Choose one:		
CMUN 11	Business Communication (3 units)	
ENGL 250	Practical Writing* (3 units)	
BUS 100	Business Correspondence (3 units)	
Eligible for English 1A (test score)		..... 0-3 units
Core Courses Unit Total:		8-19 UNITS

\* May be used for general education for Gavilan General Education A.A. degree.

Completion of the core courses and the additional requirements in a selected area (below) will qualify students for an Associate's degree or Certificate of Achievement in Business.

Students are expected to complete the courses or show competency in the indicated areas. Students who show competency in a required course can have the course and unit requirement waived upon approval of their counselor and the Business Department Chairperson. Regardless of the number of courses waived or transferred, certificate students will still need to meet the minimum "residing" unit requirements (minimum 12 units) at Gavilan College.

Students pursuing a certificate and an associate's degree may apply ECON 1 or 10; CSIS 1 or 2; ENGL 250; BUS 1, and MATH 5 to the A.A. general education requirements, but they will need approval from their counselor and the Business Department Chairperson. When required certificate courses are applied against associate's degree general education requirements, the unit requirements for the certificate are reduced by the same number of units. However, students will still need to meet all the requirements for graduation including a minimum of 18 units in the major.

Students are expected to complete the courses or show competency. See a counselor regarding the course competency (waiver) process.

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth, or the IGETC pattern. See a counselor for details.

# Accounting Option

## A.A. Degree

**CORE COURSES:** ..... 8.0-19.0 units

**ADDITIONAL REQUIREMENTS:**

ACCT 20 Financial Accounting ..... 4.0 units

Choose one:

ACCT 105 Payroll Accounting (2 units)

ACCT 111 Introduction to Income Tax (3 units)

..... 2.0-3.0 units

ACCT 120 Computerized Accounting - QuickBooks ..... 2.0 units

BOT 112 Business Computation w/Machines ..... 0.5 units

CSIS 121 Spreadsheet - MS Excel ..... 1.0-2.0 units

CSIS 128 Database - MS Access ..... 2.0 units

Total Units for Major: 19.5 - 32.5 UNITS

Plus completion of general education requirements ..... units vary

Total Units Required for A.A.: minimum of 60 UNITS

**Recommended Electives:** ACCT 21; BUS 80; CSIS 122; ACCT 190

## Certificate of Achievement

**CORE COURSES:** ..... 8.0-19.0 units

**ADDITIONAL REQUIREMENTS:**

ACCT 20 Financial Accounting ..... 4.0 units

Choose one:

ACCT 105 Payroll Accounting (2 units)

ACCT 111 Introduction to Income Tax (3 units)

..... 2.0-3.0 units

ACCT 120 Computerized Accounting - QuickBooks ..... 2.0 units

BOT 112 Business Computation w/Machines ..... 0.5 units

CSIS 121 Spreadsheet - MS Excel ..... 1.0-2.0 units

CSIS 128 Database - MS Access ..... 2.0 units

Total Units for of Achievement: 19.5 - 32.5 UNITS

**Recommended Electives:** ACCT 21; BUS 80; CSIS 122; ACCT 190

**Program Learning Outcome:** After completing this degree a student will be able to apply accounting theory to accumulate and summarize financial data. Common business software will be used.

Students receiving the Associate's degree will have job entry skills for these occupations: accounting clerk, accounts receivable/payable, full charge bookkeeping, general ledger accounting, general office accounting.

For those who do not already have a degree, the A.A. option is preferred by employers.

Students are expected to complete the courses or show competency. See a counselor regarding the course competency (waiver) process.

**Program Learning Outcome:** After completing this Certificate of Achievement a student will be able to apply accounting theory to accumulate and summarize financial data. Common business software will be used.

Students receiving the certificate will have job entry skills for these occupations: accounting clerk, accounts receivable/payable, full charge bookkeeping, general ledger accounting, general office accounting.

Students are expected to complete the courses or show competency. See a counselor regarding the course competency (w aiver) process.



# General Office Skills Option

## A.A. Degree

**CORE COURSES:** ..... 8-19 units

### ADDITIONAL REQUIREMENTS:

CSIS 112	Keyboard Speed Building	.....	0.5 units
CSIS 122	Computer Keyboarding	.....	1.5 units
CSIS 124	Windows Fundamentals	.....	1.0 unit
BOT 112	Business Computations with Machines	.....	0.5 units
CSIS 126	Word Processing - MS Word	.....	2.0 units

Choose six units from the following list:

ACCT 105 (2 units), ACCT 111 (3 units), ACCT/CSIS 120 (2 units), BOT 160 (3 units),  
 CSIS 121 (1-2 units), CSIS 132 (2 units), CSIS 134 (2 units), CSIS/DM 6 (2 units),  
 CSIS/DM 7 (2 units), CSIS/DM 73 (3 units), CSIS/DM 74 (3 units), CSIS/DM 75 (3 units),  
 CSIS/DM 85 (2 units), BUS/ECON 14 (3 units)

..... 6.0 units

Total Units for Major: 19.5-30.5 UNITS

Plus completion of general education requirements ..... units vary

Total Units Required for A.A.: minimum of 60 UNITS

**Recommended Elective:** CSIS 169

## Certificate of Achievement

**CORE COURSES:** ..... 8-19 units

### ADDITIONAL REQUIREMENTS:

CSIS 112	Keyboard Speed Building	.....	0.5 units
CSIS 122	Computer Keyboarding	.....	1.5 units
CSIS 124	Windows Fundamentals	.....	1.0 unit
CSIS 126	Word Processing - MS Word	.....	2.0 units
BOT 112	Business Computations with Machines	.....	0.5 units
CSIS 126	Word Processing - MS Word	.....	2.0 units

Choose six units from the following list:

ACCT 105 (2 units), ACCT 111 (3 units), ACCT/CSIS 120 (2 units), BOT 160 (3 units),  
 CSIS 121 (1-2 units), CSIS 132 (2 units), CSIS 134 (2 units), CSIS/DM 6 (2 units),  
 CSIS/DM 7 (2 units), CSIS/DM 73 (3 units), CSIS/DM 74 (3 units), CSIS/DM 75 (3 units),  
 CSIS/DM 85 (2 units), BUS/ECON 14 (3 units)

..... 6.0 units

Total Units for Certificate of Achievement: 19.5-30.5 UNITS

**Recommended Elective:** CSIS 169

**Program Learning Outcome:** After completing this degree a student will demonstrate the ability of solve mathematical problems involved in common business applications, using electronic calculator and/or computer.

Students receiving the associate's degree will have entry-level office skills.

For those who do not already have a degree, the A.A. option is preferred by employers.

Students are expected to complete the courses or show competency. See a counselor regarding the course competency (waiver) process.

**Program Learning Outcome:** After completing this Certificate of Achievement a student will demonstrate the ability of solve mathematical problems involved in common business applications, using electronic calculator and/or computer.

Students receiving the certificate will have entry-level office skills.

Students are expected to complete the courses or show competency. See a counselor regarding the course competency (waiver) process.

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# Marketing/Management Option \*

## A.A. Degree

**CORE COURSES:** ..... 8-19 units

### ADDITIONAL REQUIREMENTS:

MGMT 101	Introduction to Supervision	.....	.3 units
MKTG 100	Principles of Marketing	.....	.3 units
BUS 80	Business Law	.....	.3 units

Choose two:

MGMT 102	Techniques of Management	(3 units)
MGMT 103	Human Relations in Business	(3 units)
MGMT 104	Leadership	(3 units)
MKTG 102	Techniques of Selling	(3 units)
MKTG 103	Principles of Advertising	(3 units)

..... .6 units

Total Units for Major: 23-33 UNITS

Plus completion of general education requirements ..... units vary

Total Units Required for A.A.: minimum of 60 UNITS

**Recommended Electives:** CWE; BUS 100; CSIS 129; MGMT or MKTG courses

## Certificate of Achievement

**CORE COURSES:** ..... 8-19 units

### ADDITIONAL REQUIREMENTS:

MGMT 101	Introduction to Supervision	.....	.3 units
MKTG 100	Principles of Marketing	.....	.3 units
BUS 80	Business Law	.....	.3 units

Choose two:

MGMT 102	Techniques of Management	(3 units)
MGMT 103	Human Relations in Business	(3 units)
MGMT 104	Leadership	(3 units)
MKTG 102	Techniques of Selling	(3 units)
MKTG 103	Principles of Advertising	(3 units)

..... .6 units

Total Units for Certificate of Achievement: 23-33 UNITS

**Recommended Electives:** CWE; BUS 100; CSIS 129; MGMT or MKTG courses

Students receiving the degree will have job entry skills for positions in mid-management/mid-marketing training in large firms.

\* Not all courses required for this major may be offered during this catalog cycle. Please contact a counselor for current information - (408) 848-4723

Students receiving the Certificate of Achievement will have job entry skills for positions in mid-management/mid-marketing training in large firms.

\* Not all courses required for this certificate may be offered during this catalog cycle. Please contact a counselor for current information - (408) 848-4723

## Medical Office Option

### A.A. Degree

**CORE COURSES:** ..... 8-19 units

#### ADDITIONAL REQUIREMENTS:

CSIS 122	Computer Keyboarding	1.5 units
CSIS 124	Windows Fundamentals	1.0 unit
CSIS 126	Word Processing - MS Word	2.0 units
BOT 160	Records Management	3.0 units
BOT 180	Medical Terminology	3.0 units
BOT 181	Medical Billing - MediSoft	2.0 units
BOT 182	Medical Office Procedures	3.0 units
Total Units for Major:		23.5-34.5 UNITS

Plus completion of general education requirements ..... units vary  
 Total Units Required for A.A.: minimum of 60 UNITS

Students are expected to complete the courses or show competency. See a counselor regarding the course competency (waiver) process.

### Certificate of Achievement

**CORE COURSES:** ..... 8-19 units

#### ADDITIONAL REQUIREMENTS:

CSIS 122	Computer Keyboarding	1.5 units
CSIS 124	Windows Fundamentals	1.0 unit
CSIS 126	Word Processing - MS Word	2.0 units
BOT 160	Records Management	3.0 units
BOT 180	Medical Terminology	3.0 units
BOT 181	Medical Billing - MediSoft	2.0 units
BOT 182	Medical Office Procedures	3.0 units
Total Units for Certificate of Achievement:		23.5-34.5 UNITS

The following Certificate of Proficiency does not require the business core courses:

## Computerized Accounting *Certificate of Proficiency*

CSIS 121	Computerized Spreadsheet - MS Excel	.2 units
CSIS 2L	Computers in Business Lab – MS Office	.1 unit
ACCT 20	Financial Accounting	.4 units
ACCT 21	Managerial Accounting	.4 units
ACCT 120	Computerized Accounting – QuickBooks	.2 units

Choose One from the Following List of Courses:

ACCT 103	General Office Accounting (2 units)
ACCT 105	Payroll Accounting (2 units)
ACCT 111	Introduction to Income Tax (3 units)

..... 2-3 units  
 Total Units for Certificate of Proficiency: 15-16 UNITS

**Program Learning Outcome:** After completing this degree a student will demonstrate the ability to perform common tasks for the medical office, such as patient record management and billing and be able to explain the meaning of common medical terms.

Students receiving the associate's degree will have entry-level job skills for the medical front office. For those who do not already have a degree, the A.A. option is preferred by employers.

**Program Learning Outcome:** After completing this Certificate of Achievement a student will demonstrate the ability to perform common tasks for the medical office, such as patient record management and billing and be able to explain the meaning of common medical terms.

Students receiving the certificate will have entry-level job skills for the medical front office.

Students are expected to complete the courses or show competency. See a counselor regarding the course competency (waiver) process.

Students receiving the certificate will have entry-level computerized bookkeeping skills for a modern office.