

Requirements for Associate in Applied Science (AAS) Degrees: *(continued from preceding page)*

Information Processing Specialty: 60-61 credits

All CA courses (31), plus:

Business Technology 110 or 261(3), 193v(2-3),* 232(3), 292(3)
 Accounting 124 or 201(3)
 Natural Science elective(3)
 Social Science elective(3)

General Education elective(3)
 Any two program electives(6) from the following list:**
 Accounting 125(3), 201(3); Business Technology 110(3), 237(3), 261(3),
 Information & Computer Science 205(3), 214(3)

Legal Office Specialty: 60-61 credits

All CA courses(31), plus:

Business Technology 110 or 261(3), 193v(2-3),* 286(3), 292(3)
 Accounting 124 or 201(3)
 Natural Science elective(3)
 Social Science elective(3)

Business Law 200(3)
 Business elective (3)
 General Education elective(3)

Medical Assistant II: 64-69 credits***

All Medical Assistant I CC(23) courses, plus:

Business Technology 123(3), 151(3), 157(3), 166(1), 170(3),
 185(3), 189(3), 193v(1-3),**** 292(3)
 Accounting 124 or 201(3)
 Pharmacology 106(3)

English 100(3),***** 209(3)
 Business/Communications 130 or Communication 145(3)
 Social Science elective (3)
 General Education elective(3)

**Note: From 2-3 credits of BUSN 193v are required depending on the student's prior work experience. Consult a counselor, the program coordinator, or appropriate faculty member to determine your requirement.*

*** Note: Or other courses approved by the program coordinator.*

**** Note: Students who complete the Medical Assistant II AAS degree will also be qualified to receive the Business Technology CC and CA certificates and may apply for these certificates.*

***** Note: Students are required to earn one credit of BUSN 193v for the Med Asst I CC and an additional one credit for the Med Asst II AAS degree. An optional two credits may be taken to satisfy a practicum requirement for students planning to work at Kaiser Permanente.*

****** Note: If ENG 100 was used to satisfy the Med Asst I CC requirement, credits required for the Med Asst II AAS are reduced by three.*

Full-time students in Information Processing or Legal Office Specialty would take courses in this sequences:

(CC) - Business Technology

First Semester (Fall)	Credits
BUSN 161 Customer Service, or BUS 120 Principles of Business	3
BUSN 150 Introduction to Business Computing, or ICS 101 Digital tools for the Information World	3
BUSN 166 Professional Employment Preparation	1
BUSN 170 Records & Information Management	3
BUSN 189 Business Mathematics	3
ENG 100 Composition I	3
	16

(CA) - Business Technology

Second Semester (Spring)	Credits
BUSN 123 Word Processing for Business	3
BUSN 151 Intermediate Business Computing	3
BUSN 157 Desktop Publishing For Business	3
BUS/COM 130 Business Communication-Oral, or Communication 145 Interpersonal Communication I	3
ENG 209 Business & Managerial Writing	3
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(AAS) - Information Processing Specialty or Legal Office Specialty

Third Semester (Fall)	Credits	Fourth Semester (Spring)	Credits
ACC 124 Principles of Accounting, or ACC 201 Introduction to Financial Accounting	3	BUSN 292 Integrated Office Procedures	3
BUSN 110 Office Computer Troubleshoot-Maint, or BUSN 261 Web Page Construction Fund & Marketing	3	Natural Science elective	3
BUSN 193v Business Technology Coop Education	2-3	General Education elective	3
Social Science elective	3	Information Processing Specialty: Program electives (6)* ACC 125, 201; BUSN 110, 237, 261; ICS 205, 214	
Info Processing Specialty: BUSN 232 Busn Cmputer Spreadsheet		OR	
OR		Legal Office Specialty:	
Legal Office Specialty: BLAW 200 Legal Environment of Busn	3	BUSN 286 Legal Terminology(3) and Business Elective(3)	6
	14-15		15

**Note: Choose two courses totaling six credits approved by program coordinator.*

Full-time CC students completing only Medical Assistant I would take courses in this sequence:**(CC) – Medical Assistant I**

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
NURS 16 Nurse Aide Training	6	BUSN 161 Customer Service, or	
NURS 50 Health Unit Coordinator	4	BUS 120 Principles of Business	3
ENG 22 Introduction to Composition, or		BUSN 150 Introduction to Business Computing, or	
ENG 55 Business Communications – Written, or		ICS 101 Digital Tools for the Information World	3
ENG 100 Composition I	3	BIOL 100 Human Biology	3
	13		
		Summer Session (6 weeks)	
		BUSN 193v Business Technology Coop Education	1
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Full-time AAS students completing both Medical Assistant I and Medical Assistant II would take courses in this sequence:**(CC) – Medical Assistant I plus some courses required for Business Technology CC, CA**

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
NURS 16 Nurse Aide Training	6	BUSN 161 Customer Service, or	
NURS 50 Health Unit Coordinator	4	BUS 120 Principles of Business	3
BUSN 123 Word Processing for Business	3	BUSN 150 Introduction to Business Computing, or	
ENG 100 Composition I	3	ICS 101 Digital Tools for the Information World	3
	16	BUSN 166 Professional Employment Preparation	1
		BUSN 170 Records & Information Management	3
		BUSN 189 Business Mathematics	3
		BIOL 100 Human Biology	3
		Summer Session (6 weeks)	
		BUSN 193v Business Technology Coop Education	1
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(AAS) Medical Assistant II includes Business Technology CC, CA*

Third Semester (Fall)	Credits	Fourth Semester (Spring)	Credits
ACC 124 Principles of Accounting I, or		BUSN 185 Processing Physician Orders	3
ACC 201 Introduction to Financial Accounting	3	BUSN 193v Business Technology Coop Education (required only	
BUSN 151 Intermediate Business Computing	3	for students planning to work at Kaiser Permanente)	0-2
BUSN 157 Desktop Publishing for Business	3	BUSN 292 Integrated Office Procedures	3
BUSN 193v Business Technology Coop Education	1	General Education elective	3
BUS/COM 130 Business Communication-Oral, or		Social Science elective	3
Communication 145 Interpersonal Communication I	3	PHARM 106 Introduction to Pharmacy Technology	3
ENG 209 Business & Managerial Writing	3		15-17
	16		

*Note: Students who complete the Medical Assistant II AAS degree will also be qualified to receive the Business Technology CC and CA certificates and may apply for these certificates.