

**Taft College Graduation Requirements**  
**Associate in Science Degree - Education Plan**  
**OFFICE TECHNOLOGY**

A student is eligible for graduation with the Associate in Science Degree after satisfactorily completing no fewer than 60 semester units of work with a 2.0 cumulative grade point average or better.

**MINIMUM REQUIREMENTS:**

✓ = Course Completed  
 IP = In Progress

**Competency Requirements:**

In addition to the specific degree requirements listed below, students are required to meet competency requirements in three different areas. These requirements include:

1. Reading - Placement in English 6 based on placement testing or successful completion of three semester units of English 54 or higher level reading course with a grade of "C" or better.
2. Written Expression - Placement in English 1A on the basis of placement testing or successful completion of three semester units of English 50 or higher level writing course with a grade of "C" or better.
3. Mathematics - Successful completion of four semester units of Business 50, or four unit of Mathematics 50 or higher level mathematics course with a grade of "C" or better.

**Course Requirements:**

**A. Health Education (3 units)** -This requirement is fulfilled by the completion of Health Education 10. Veterans who have successfully completed basic training and at least one year of military service are exempt (upon providing a copy of DD-214).

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**B. American History and Institution (3 units)** -This requirement is fulfilled by the completion of one of the following courses: History 17A, History 17B, Political Science 1.

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**C. Information Competency (1 units)** -This requirement may be fulfilled by the completion of INCO 48 or by passing the credit by examination for the class. Please contact the Counseling Center regarding credit by examination.

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**D. MAJOR FIELD OF STUDY: Office Technology (18 semester units)**

**Select 18 units from the following courses:**

- |   |  |
|---|--|
| <p>___ BUS 1ABC Beginning Keyboarding (1-1-1)</p> <p>___ BUS 2ABC Intermediate Keyboarding (1-1-1)</p> <p>___ BUS 32 Introduction to Business (3)</p> <p>___ BUS 50 Business Mathematics (4)</p> <p>___ BUS 52A General Accounting (3)</p> <p>___ BUS 52B General Accounting (3)</p> <p>___ BUS 54A Office Procedures (2)</p> <p>___ BUS 53 Computerized Accounting (1)</p> | <p>___ BUS 54B Office Procedures (2)</p> <p>___ BUS 59 Electronic Machine Calculations (1)</p> <p>___ COSC 34H Microsoft Access 03 (1.5)</p> <p>___ COSC 38F Microsoft PowerPoint 03 (1.5)</p> <p>___ COSC 39H Microsoft Excel 03 (1.5)</p> <p>___ COSC 40I Microsoft Word 03 (1.5)</p> <p>___ ENGL 50 English Fundamentals (3) <b>or</b></p> <p>___ ENGL 1A Composition &amp; Reading (3)</p> |
|---|--|

**Total Major Units** \_\_\_\_\_

**E. GENERAL EDUCATION REQUIREMENTS (18 units - one from each category)**

**Units**

**Natural Science (3 units)**

Complete 3 semester units from the following courses:

- |                          |                              |                            |                        |
|--------------------------|------------------------------|----------------------------|------------------------|
| ___ Anatomy 6            | ___ Botany 1, 1L             | ___ Geography 1            | ___ Physics 2A, 4A, 11 |
| ___ Anthropology 1       | ___ Chemistry 1A, 8, 9, 10   | ___ Geology 10, 11         | ___ Physiology 7, 7L   |
| ___ Astronomy 10         | ___ Electronics 40           | ___ Industrial Education 9 | ___ Zoology 1A, 1B     |
| ___ Biology 1, 1L, 2, 15 | ___ Environmental Studies 10 | ___ Microbiology 8         |                        |

**Social & Behavioral Science (3 units)**

- |                       |                                  |                                  |
|-----------------------|----------------------------------|----------------------------------|
| ___ Anthropology 2, 4 | ___ History 4A, 4B, 17A, 17B, 39 | ___ Psychology 1A, 3, 30, 33, 38 |
| ___ Business 32       | ___ *Humanities 1                | ___ Sociology 1, 2, 3, 41        |
| ___ Economics 1A, 1B  | ___ *Journalism 1                |                                  |
| ___ Geography 2       | ___ Political Science 1, 5       |                                  |

\*May be used to meet either the Humanities or Social & Behavioral Sciences requirements.  
Credit will be given for only one of the courses in this pair.

**Humanities (3 units)**

Complete 3 semester units from the following:

- |   |                         |
|---|-------------------------|
| ___ Art 1A, 1B, 2, 7, 10A, 12A, 25A, 45 | ___ Humanities 1, 5, 10 |
| ___ Drama 35                            | ___ Music 10            |
| ___ English 1B, 43, 44, 45              | ___ Philosophy 1, 31    |
| ___ Foreign Language                    | ___ Photography 10, 11  |

**English Composition (Language and Rationality) (3 units)**

Complete 3 semester units from the following:

- \_\_\_ English 1A, 1B, 50

**Communication & Analytical Thinking (3 units)**

Complete 3 semester units from the following:

- |   |                   |
|---|-------------------|
| ___ Business 50                             | ___ Phil 9        |
| ___ Computer Science 21B, 42D, 46           | ___ Speech 7, 11  |
| ___ Math 3A, 11, 15, 16, 18, 31, 50, 51, 52 | ___ Statistics 10 |
| ___ Petroleum Technology 59                 |                   |

**General Education electives (3 units)**

Select three additional general education units from any of the above categories.

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**Total G.E. Units**

\_\_\_\_\_

**F. ELECTIVES**

Elective courses used to meet the 60 unit degree total must be degree applicable courses. A student may count as credit only one course among English 50 and English 54 AB.

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Total Elective Units**

\_\_\_\_\_

**Total Degree Units**

\_\_\_\_\_