

**Taft College Graduation Requirements
Associate in Science Degree - Education Plan
SECRETARIAL STUDIES**

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).

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.

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.

D. MAJOR FIELD OF STUDY: Secretarial Studies (18 semester units)

Select 18 units from the following courses:

- | | |
|---|--|
| ___ BUS 1ABC Beginning Keyboarding (1-1-1) | ___ BUS 55A Beginning Shorthand (3) |
| ___ BUS 2ABC Intermediate Keyboarding (1-1-1) | ___ BUS 55B Intermediate Shorthand (2) |
| ___ BUS 32 Introduction to Business (3) | ___ BUS 59 Electronic Machine Calculations (1) |
| ___ BUS 50 Business Mathematics (4) | ___ COSC 34H Microsoft Access 03 (1.5) |
| ___ BUS 52A General Accounting (3) | ___ COSC 38F Microsoft PowerPoint 03 (1.5) |
| ___ BUS 52B General Accounting (3) | ___ COSC 39H Microsoft Excel 03 (1.5) |
| ___ BUS 54A Office Procedures (2) | ___ COSC 40I Microsoft Word 03 (1.5) |
| ___ BUS 54B Office Procedures (2) | |

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.

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
