



Program of Study: General Office

Associate of Arts/ Science Degree	M	E	T	I	P	N	E	E	D
<b>2. AMERICAN INSTITUTIONS/STATE &amp; LOCAL GOVERNMENT : (3 units)</b>									
Political Science 101**, 105 and 106; Social Science 132. <small>(**Students who completed POL S 101 before Spring 2014 must also complete POL S 106).</small>									
<b>3. U.S. HISTORY: (3units)</b>									
Economics 111, History 116; History 110, 111(CD), 117, 118; Social Science 131									
<b>4. MATHEMATICS</b>									
Mathematics 101, 120, 131 or 220AB (2 units)									
<b>5. HEALTH (3 units)</b>									
Health 104, 106; Psychology 111(CD)* or equivalent will satisfy this requirement.									
<b>6. PHYSICAL EDUCATION (2 units)</b>									
physical education activity classes and/or dance activity classes									
<b>7. FIRST AID (1 units)</b>									
Health 101, 102; Emergency Medical Technology 140									
<b>8. CULTURAL DIVERSITY (3 units)</b>									
Courses that satisfy this requirement have been marked by (CD) and appear throughout the graduation requirements. The requirement may be satisfied by completing any one of the graduation requirements with a course marked (CD) or by completing Child Development 156.									
<b>9. General Education: 18 units; 1 course from each areas</b>									
<b>A. Natural Science (3 units)</b>									
<b>B. Social Sciences (3 units)</b>									
<b>C. Humanities:</b>									
1. Interdisciplinary Humanities (3 units)									
2. Arts, Foreign Language, Literature, & Philosophy (3 units)									
<b>D. Lang &amp; Reality:</b>									
1.English Composition (3 units)									
2.Communication & Analytical Thinking (3 units)									
<b>TOTAL UNITS 35- 37</b>									

\*\*\*Courses with an asterisk may be counted in one area only.  
 \*\*\*Students who complete POL S 101 prior to spring 2014 must also complete POL S 106

Online Resources



[www.salarysurfer.cccco.edu](http://www.salarysurfer.cccco.edu)



[www.CaCareerZone.org](http://www.CaCareerZone.org)



1500 North Verdugo Road, Glendale, CA 91208 [Academic Counseling](#) (818) 240-1000 Ext. 5918 [Career Center](#) (818) 240-1000 Ext. 5407 or 5408

SEE A COUNSELOR TO PREPARE A STUDENT EDUCATIONAL PLAN

PREREQUISITE COURSES	CERTIFICATE (REQUIREMENTS)	U N I T S	M E T	I P	N E E D	Transfer Credit
	BUSAD 110: Human Relations in Business	3				CSU
CABOT 102.	CABOT** 101: Business Office Procedures	3				
CABOT 103 or equivalent	CABOT 102: English for Business	4				
Eligibility for ESL 133 or ENGL 189	CABOT 103: Business Vocabulary Development	3				
	CABOT 104: Filing Methods & Systems	1				
	CABOT 105: Introduction to Office Correspondence	3				
	CABOT 110: Collegiate Business Math	3				
	CABOT 208: Windows Basics	1				
Recommended preparation CABOT 205	CABOT 210*: Computer Keyboarding/Typing II	3				CSU
	CABOT 260: Beginning Microsoft Office Applications	4				
	CS/IS 191: Internet Orientation	1				
<b>TOTAL UNITS REQUIRED 29</b>						

\*A minimum speed of 35 wpm is required for this certificate. \*\* Courses taken more than five years before the granting of any of these CABOT certificates must have the approval of the division chair for acceptance.

Student/Faculty Notes:



# Marketing, Sales and Service

Thanks to improved transportation, better communication and the spread of the internet, companies can now sell anything to anyone, anywhere in the world—and they'll need skilled salespeople and marketers to get the job done.

Think you're one of those people? Then you should think about following the Marketing, Sales and Service career pathway.

Take any one of the four branches of this pathway—E-commerce, Entrepreneurship, International Trade or Professional Sales and Marketing—and you'll learn much more than the basics.

## Technical Level Careers

(with AA or AS degree or certificate)

Account Supervisor

Copywriter-Designer

E-Commerce Entrepreneur

E-Commerce Marketing

Bill and Account Collectors

Credit Authorizers

Statistical Assistants

Travel Agents

Retail/Wholesale Buyer



**Marketing, Sales and Service**

**Are you sold on a career in marketing?**

**Customer Service Representatives - \$15.53 hourly, \$32,300 annual**

**Advertising and Promotions Marketing \$30.83 - \$56.82**

**Insurance Sales Agents \$18.69 - \$40.97**

**Advertising Sales Agents \$15.69 - \$31.94**

Source:  
[www.WhoDoUwant2b.com](http://www.WhoDoUwant2b.com)

You'll learn technology. You'll learn ethics and social responsibility. You'll learn communication, marketing and promotion skills. And you'll learn how to apply those skills on the job...or use them to further your education.

Marketing, Sales and Service is a career pathway that can open the world to you.

How much can you make?



## Professional Level Careers

(with BS or BA degree)

Brand Manager

E-Commerce Director

Interactive Sales Engineer

Sales Agent, Financial Services

Economist

International Trade Specialist

Marketing Research Analyst

Wholesales Distribution

Manager

O\*NET ONLINE

[www.Online.OneToOnline.org](http://www.Online.OneToOnline.org)

Has detailed descriptions of the world of work for use by job seekers, students, researchers, and more! Click on "find occupation".