

## VIRTUAL BUSINESS OFFICE SUPPORT PROFESSIONAL



### CERTIFICATE OF ACHIEVEMENT

#### CAREER/TECHNICAL (MAJOR CODE: A2459)

Prepares students to work in a virtual (Web- and technology-based) office environment. Emphasizes the creation, marketing, and management of the virtual office, the use of new technologies, and the development of key office support and technical skills required in the virtual environment.

#### Program Student Learning Outcome Statement:

- Student will provide virtual customers with clear and organized information.
- Student will calculate simple to complex sales invoices, bills of lading, and other types of business forms applying proper and accurate business mathematics rules and procedures.
- Student will treat all online customers with respect and dignity in all forms of online communications with sensitivity to the differences of diverse cultural groups.
- Student will perform research on topics regarding the virtual office environment using a variety of research tools and assessing the information gathered critically to ascertain its veracity, validity, and reliability.

BUS 135	eBusiness II: Creating an Effective Web Presence	3
BUS 140	Business Law/The Legal Environment of Business	3
BUS 182	Keyboarding for Office Professionals	2
BUS 183	Business Mathematics	3
BUS 200A	Microsoft Word: Beginning	2.5
BUS 200B	Microsoft Word: Advanced	2.5
BUS 206	Filing and Records Management	2.5
BUS 211	Communication in Business and Industry (3) OR	3
BUS 212	Business Communication (3)	
BUS 290–293	Cooperative Work Experience in Business I–IV	2–4

Plus the courses required for the Virtual Business

Professional certificate	18–19
<b>Total units</b>	<b>41.5–44.5</b>

# WOMEN'S STUDIES

## SCHOOL OF ARTS, COMMUNICATION, AND SOCIAL SCIENCES

**ACTING DEAN:** William Kinney, M.A., Office 702B, 619-482-6572

**FACULTY:** Laura Ryan, M.A.

**DEPARTMENT CHAIR:** Stanley James, M.A.

### GENERAL DESCRIPTION

The Women's Studies program focuses on female experiences and questions of gender from a variety of perspectives including feminist theory, history, religion, literature, cross-cultural studies, psychology, sociology, sexuality, women and work, and society and family. This department explores the historical, social, and cultural contributions of women within a global perspective while providing knowledge about sexual forms of oppression. The study of women is the study of the history of humanity.

### CAREER OPTIONS

Below is a sample of the career options available to the women's studies major. A few of these require an associate in arts degree, most require a bachelor's degree, and some require a graduate-level degree: historian, high school or college instructor, researcher, writer, lawyer, politician, lobbyist, commentator, social critic, research assistant, film producer, judge, cultural anthropologist, museum curator, publisher, cultural affairs specialist, business owner, administrator, sociologist, and mother.

### DEGREE/CERTIFICATE OPTIONS

### MAJOR CODE

#### Associate in Arts Degree: Transfer Preparation

Women's Studies 01201

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

## ASSOCIATE IN ARTS DEGREE

## WOMEN'S STUDIES

### ASSOCIATE IN ARTS DEGREE

#### TRANSFER PREPARATION \* (MAJOR CODE: 01201)

Designed to provide both female and male students with a historical and global perspective on the role of women in society, a comprehension of the dynamics of gender, race, and class; and an introduction to contemporary issues current in the women's movement. The major is cross-cultural and interdisciplinary in nature. The coursework seeks to promote teaching and research in the service of eliminating sexism while providing a rigorous scholarly inquiry of women's rapidly changing economic, legal, and political position in society.



**Program Student Learning Outcome Statement:**

- By the end of the program the student will analyze literature and cultural artifacts and write and evaluate papers on topics such as point of view and themes of exile, abuse, oppression, and gender specific messages.
- Student will be able to identify and conduct comparative analyses of major historiographic and cultural perspectives, concepts, issues, historic relationships, contributions, and paradigms that are relevant to the female experience and feminist perspectives.

ENGL 280	Literature by Women	3
HIST 132	Women in World History	3
SOC 135	Sociology of the Family	3
Foreign Language		5
<b>Complete 6 units from electives</b>		<b>6</b>
<b>Total units</b>		<b>20</b>

**Electives:** AFRO 110, 111; ANTH 102; ART 149; ASIA 113, 114; ENGL 260; HLTH 116; HUM 140; HIST 121, 122; MAS 141, 142, 150; SOC 150.

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

- \* Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.

