



This program roadmap represents one possible pathway to complete the program. **Please see a counselor** to create an education plan that is customized to meet your needs. This roadmap is not a guarantee of course availability or financial aid applicability.

Catalog: 2024-25

Total Units: 28

## First Year

### Semester 1

8 Units

CAT.	COURSE	TITLE	UNIT
Req	BUS 300	Introduction to Business	3
Req	MKT 300	Principles of Marketing	3
Req	CISC 100	Computer Fundamentals with Hands-on Lab	2

### Semester 2

6 Units

CAT.	COURSE	TITLE	UNIT
RE	ACCT 101 <sup>1</sup>	Fundamentals of College Accounting	3
RE	ENGWR 300 <sup>2</sup>	College Composition	3

<sup>1</sup> or ACCT 301<sup>2</sup> or BUS 100

## Second Year

### Semester 3

7 Units

CAT.	COURSE	TITLE	UNIT
Req	BUS 310	Business Communications	3
RE	CISA 305	Beginning Word Processing	2
RE	CISA 315	Introduction to Electronic Spreadsheets	2

### Semester 4

7 Units

CAT.	COURSE	TITLE	UNIT
RE	BUS 210	The Business Plan	1
Req	BUS 340	Business Law	3
Req	MGMT 304	Principles of Management	3

## CAREER PATH

### Career Options:

This certificate provides an overview of the various disciplines in business, such as management, marketing, accounting, and finance. It is intended to meet the needs of students who wish to develop, retrain, or upgrade skills.

### EXPLANATION OF CATEGORIES

Req	Required Core	A course that is required for this program
RE	Restricted Elective	A course selected from a list of elective courses specified for this program in the course list in the catalog, which can be replaced with another course from the same list