

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. For counseling appointments call 916.608.6510.

Total Units: 15-22

First Year

Semester 1

7 Units

| COURSE | UNITS | PRE-REQS^ | SEMESTERS OFFERED* |
|-------------------------------------------------------------------|-------|-----------|--------------------|
| BUS 300 ^Z Introduction to Business or | 3 | | F, S |
| MGMT 310 Introduction to Public Management | 3 | | F, S |
| BUS 310 ^Z Business Communications or | 3 | | F, S |
| COMM 341 Organizational Communication | 3 | | F, S |
| HCD 330 Life and Career Planning | 1 | | F, S |

^Z At least one section of this course is offered with free textbooks and is labeled as zero textbook costs (ZTC). If it is a GE area class or elective, there may be several ZTC offerings to fulfill the GE requirement. Use the Free Textbook filter to find these courses. Learn more on the [ZTC page of the college website](#).

Semester 2

8-15 Units

| COURSE | UNITS | PRE-REQS^ | SEMESTERS OFFERED* |
|------------------------------------------------------------------------|-------|-----------|--------------------|
| HCD 345 21st Century Workplace Skills | 1 | | F, S |
| BUS 302 Introduction to Business Analysis | 3 | | F, S |
| ACCT 301 ^Z Financial Accounting or | 4 | | F, S |
| BUS 340 ^Z Business Law or | 3 | | F, S |
| ECON 302 ^Z Principles of Macroeconomics or | 3 | | F, S |
| PRJMGMT 300 Introduction to Project Management or | 3 | | F, S |
| CISC 310 Introduction to Computer Information Science | 3 | | F, S |
| BUS 498 ^{1 Z} Work Experience in Business | 0.5-3 | | F, S |

Notes

- This program contains the skills and knowledge new entrants to the workforce need in preparation for entry-level, non-management positions in both private and public sectors.
- Completion of this program will lead to opportunities for careers in entry level business, non-profit organizations, and public agencies.

Zero Textbook Costs (ZTC):

The Zero Textbook Costs designation and logo are added to any course that provides free access to all required instructional materials. These are typically shared with students through Canvas. Courses that are designated as ZTC may still require students to purchase supplemental materials such as lab coats, a calculator, art supplies, etc. See full definitions and searching tips on the [Zero Textbook Costs page](#) of the college website.

| COURSE | UNITS | PRE-REQS^ | SEMESTERS OFFERED* |
|------------------------------------------------------------------------|-------|-----------|--------------------|
| MGMT 498 ¹ Z Work Experience in Management | 0.5-4 | | F, S |

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¹ A minimum of 3 total units from the following:

BUS 498 Work Experience in Business (0.5 - 4)

MGMT 498 Work Experience in Management (0.5 - 4)

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