

First Year

Semester 1

16 Units

COURSE	UNITS	PRE-REQS^	SEMESTERS OFFERED*
ACCT 301 Financial Accounting	4		F, S
BUS 302 Introduction to Business Analysis	3		F
BUS 310 Business Communications	3		F, S
MGMT 362 Techniques of Management	3		F, S
BUS 300 Introduction to Business or	3		F, S
PRJMGMT 300 Introduction to Project Management	3		F, S

Notes:

The program content includes: customer service and stakeholder analysis, problem solving and critical thinking, the role of the business analyst, business analyst tasks, written and verbal communications, and the use of data and information in making business decisions.

Program career opportunities include entry level positions as an analyst intern or administrative analyst trainee.

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.