General Business Certificate

PART TIME

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: 2026-27

Total Units: 28

First Year

Semester 1

8 Units

CAT.	COURSE	UNIT	PREREQUISITES
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	UNIT	PREREQUISITES
RE	ACCT 101[1] Fundamentals of College Accounting	3	
RE	ENGL C1000[2] College Composition	3	

[1] or ACCT 301

[2] or BUS 100

Second Year

Semester 3

7 Units

CAT.	COURSE	UNIT	PREREQUISITES
Req	BUS 310 Business Communications	3	BUS 100 or ENGL C1000
RE	CISA 305 Beginning Word Processing	2	
RE	CISA 315 Introduction to Electronic Spreadsheets	2	

Semester 4

7 Units

CAT.	COURSE	UNIT	PREREQUISITES
RE	BUS 210 The Business Plan	1	
Req	BUS 340 Business Law	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 or upgrade their skills.

Other Notes:

- This map is designed for students who are able to take 2-3 classes (or 6-9 units) each semester. See a counselor to adjust the coursework to meet your specific needs.

CAT.	COURSE	UNIT	PREREQUISITES
Req	MGMT 304 Principles of Management	3	

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

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