Business Information Worker Certificate

This program map represents one possible path for completing this program. **Please see a counselor** to create an educational plan that is customized to meet your needs. This path is not a guarantee of course availability or financial aid applicability.

Catalog: 2026-27

Total Units: 16

First Year

Semester 1

9 Units

CAT.	COURSE	TITLE	UNIT
Maj	BUS 300	Introduction to Business	3
Maj	CISC 310	Introduction to Computer Information Science	3
Maj	CISA 315	Introduction to Electronic Spreadsheets	2
Maj	CISC 320	Operating Systems	1

Semester 2

7 Units

CAT.	COURSE	TITLE	UNIT
Maj	CISA 305+	Beginning Word Processing	2
Maj	CISA 323	Database Management using Microsoft Access	2
Maj	BUS 310+	Business Communications	3

+ Prerequisite for CISA 305 & CISA 323: CISC 300 or 310 with a grade of "C" or better

+ Prerequisite for BUS 310: BUS 100, ENGL C1000, or ESLW 340 with a grade of "C" or better

Legend

- **(H)** - Honors
- **Elec** - Elective
- **GE** - General Education
- **Maj** - Required Core
- **ME** - Major Elective

Disclaimer

Every effort has been made to ensure that what is listed in the SCC Program Paths are accurate. The courses, the course sequencing, and the programs are subject to change without notice by the administration of the Los Rios Community College District and Sacramento City College at the discretion of the district and Sacramento City College. Further, Sacramento City College reserves the right to amend any course or program.

PLEASE SEE AN SCC COUNSELOR.

Certificate of Achievement Requirements

Certificates of Achievement require a grade of "C" or better in each major course.

Department Notes

- Students are encouraged to contact the CIS faculty for course sequence adjustments.

- Department contact: Bryan Krofchok - KrofchB@scc.losrios.edu

Important Links

- SCC General Counseling
- Business Department
- Business & Industry Meta Majors

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