Business, General Certificate

This certificate provides an overview of the various disciplines in business. It is intended to meet the needs of students who wish to develop, retrain or upgrade skills for working in a business setting.

Total Units: 19

First Year

Semester 1

9 Units

COURSE	UNITS	PRE-REQS^	SEMESTERS OFFERED*
BUS 300 Introduction to Business	3		F(O,P), S(O,P), Su(O)
BUS 340 Business Law	3		F(O), S(O), Su(O)
MKT 300 Principles of Marketing	3		F(O), S(O), Su(O)

Semester 2

10 Units

COURSE	UNITS	PRE-REQS^	SEMESTERS OFFERED*
ACCT 301 Financial Accounting	4	Advisory: ACCT 101, BUS 105, MATH 120 or MATH 125	F(O,P), S(O), Su
ECON C2002 Principles of Macroeconomics	3	MATH 100 or 102 or 1 yr or HS Elem Algebra	F(O), S(O), Su(O)
3 units from list A	3	See List A	See List A

^You must have passed the prerequisite course(s) with a “C” or better; Corequisite must be taken during the same semester; Advisory means it is recommended but not required to enroll in the course.

*(O) = online available (P) = partially online

List A-a minimum of 3 units from the following:

Career Options/Outlook:

Many career opportunities are available such as first-line supervisor of retail sales worker. First-line supervisor directly supervises and coordinates activities of retail sales workers in an establishment or department. Duties may include management functions, such as purchasing, budgeting, accounting, and personnel work, in addition to supervisory duties.

A sample of reported job titles:

Bakery Manager, Delicatessen Manager, Department Manager, Department Supervisor, Grocery Manager, Key Carrier, Meat Department Manager, Parts Sales Manager, Shift Manager, Store Manager

Projected job openings in California (2020-2030):

14,420

Projected growth in California (2020-2030):

3% growth

COURSE	UNITS	PRE-REQS^	SEMESTERS OFFERED*
BUS 310 Business Communications	3	BUS 100; Advisory: ability to key 30 WAM	F, S
BUS 320 Concepts in Personal Finance	3	Advisory: BUS 105	F(O), S(O), Su(O)
BUS 330 Managing Diversity in the Workplace	3		F, S(O), Su(O)
BUS 350 Small Business Management/Entrepreneurship	3		F(O), S(O)
ECON C2001 Principles of Microeconomics	3	MATH 100 or 102 or 1 yr of HS Elem Algebra	F(O), S(O), Su(O)
CISC 310 Introduction to Computer Information Science	3	Advisory: familiar with basic functions of word process, spreadsheet, web browser software applications	F(O,P), S(O,P)

Median Salary in California (2021):

$45,460/yr

Source:

https://www.onetonline.org/link/summary/41-1011.00

About this map:

This program map 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 map is not a guarantee of course availability or financial aid applicability.

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.

Catalog Year: 2026-2027
Published August 27, 2026

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