



**BUSINESS
OFFICE PROFESSIONAL
CERTIFICATE OF ACCOMPLISHMENT
SAMPLE SEQUENCE MAP**

This form is designed to be used in partnership with academic counselors. Modifications may be necessary to meet your goals. Seek assistance from an academic counselor each semester to stay on track to completion of major/certificate. There are 3 General Education patterns available. Not all courses on the map are offered every term. Consult the Catalog and the Schedule of Classes for more details

	Courses	Pre- or co-reqs	Credit	GE
Semester 1	BUS 100 - Keyboarding		1	
	BUS 101 – Business English		3	
	BUS 102 – Applied Business Math Calculations		1	
	Total		5	

	Courses	Pre- or co-reqs	Credit	GE
Semester 2	Certificate Applicable Elective: 3 units from BUS/BUSMG	See catalog	3	
	Certificate Applicable Elective: 4 units from CIS	See catalog	4	
	Total		7	

Program total: 12