

## BUSINESS: OFFICE PROFESSIONAL/BUSINESS INFORMATION WORKER CERTIFICATE OF ACHIEVEMENT 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*

0 – 8 UNITS		Pre- or co-reqs	Credit	GE
<b>Semester 1</b>	BUS 100 - Keyboarding		1	
	BUS 101 – Business English		3	
	BUS 102 – Applied Business Math Calculations		1	
	BUS 103 – Applied Business Mathematics		3	
	Total		8	

9-16 UNITS		Pre- or co-reqs	Credit	GE
<b>Semester 2</b>	BUS 109 – Introduction to Business		3	
	BUS 250 – Business Communications		3	
	Total		6	

17-22 UNITS		Pre- or co-reqs	Credit	GE
<b>Semester 3</b>	Certificate Applicable Elective: 2 Units from BUS	See Catalog	2	
	Certificate Applicable Elective: 8 Units from BUS	See Catalog	4	
	Total		6	

23-29 UNITS		Pre- or co-reqs	Credit	GE
<b>Semester 4</b>	Certificate Applicable Elective: 8 Units from BUS	See Catalog	4	
	Certificate Applicable Elective: 5 Units from BUS	See Catalog	5	
	Total		9	

**Program total: 29**

### Tentative Planned Course Offering:

<u>FALL 2019</u>		<u>SPRING 2020</u>		<u>SUMMER 2020</u>	<u>FALL 2020</u>		<u>SPRING 2021</u>	
BUS 101	BUS 210	BUS 101	BUS 250	BUS 109	BUS 101	BUS 240	BUS 101	BUS 240
BUS 103	BUS 240	BUS 103	BUS 261	BUS 240	BUS 103	BUS 250	BUS 103	BUS 250
BUS 109	BUS 250	BUS 109	BUS 294	BUS 250	BUS 109	BUS 261	BUS 109	BUS 261
BUS 145	BUS 294	BUS 145	BUS 295	BUS 294	BUS 145	BUS 294	BUS 145	BUS 294
BUS 161	BUS 295	BUS 209	BUS 296	BUS 296	BUS 209	BUS 295	BUS 161	BUS 295
BUS 209	BUS 296	BUS 240		BUS 295	BUS 210	BUS 296	BUS 209	BUS 296