



**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
Semester 1	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
Semester 2	BUS 109 – Introduction to Business		3	
	BUS 250 – Business Communications		3	
	Total		6	

17-22 UNITS		Pre- or co-reqs	Credit	GE
Semester 3	Certificate Applicable Elective: 3 units from BUS/BUSMK	See catalog	3	
	Certificate Applicable Elective: 8 units from CIS/COMSC	See catalog	4	
	Total		7	

23-29 UNITS		Pre- or co-reqs	Credit	GE
Semester 4	Certificate Applicable Elective: 8 units from CIS/COMSC	See catalog	4	
	Total		4	

Program total: 25