



**BUSINESS: PROFESSIONAL AND TECHNICAL
WORKPLACE SKILLS
ASSOCIATE IN SCIENCE DEGREE
SAMPLE SEQUENCE MAP**

You need to see a Counselor for specific recommendations about courses that will best meet your educational goals. Degree programs require the completion of a General Education pattern. Consult a counselor for help determining which pattern is appropriate for your goals. Not all courses on the map are offered every term. Consult the Catalog and the Schedule of Classes for more details.

0 – 15 UNITS		Pre- or co-reqs	Credit	GE
Semester 1	Area IA: English Composition: ENGL-122 (122, 122A, 122AL, or 122L First-Year College Composition and Reading	Placement/Catalog	3	IA
	BUS-250 Business Communications		3	
	CIS-118 Microsoft Excel – Comprehensive		2	
	COMSC-101 Computer Literacy		4	
	Degree applicable elective	See counselor	3	
Total			15	

16 – 30 UNITS		Pre- or co-reqs	Credit	GE
Semester 2	Area IB: Communications and Analytical Thinking		3	IB
	Area IC: Mathematics Comprehension Recommend: MATH 142, or Bus 240	See counselor	3-5	IC
	BUSMG-168 Customer Service		0.5	
	BUSMG-174 Business Ethics		0.5	
	COMM-120 Public Speaking		3	
	Major applicable elective: Select a specialization. Helpdesk/Desktop Support or Project Management	See catalog	5-7	
	Total		15	

31 – 45 UNITS		Pre- or co-reqs	Credit	GE
Semester 3	Area III : Arts and Humanities		3	III
	Area II: Natural Sciences	See counselor	3	II
	Degree applicable elective	See counselor	1-9	
	Total		15	

46 – 60 UNITS		Pre- or co-reqs	Credit	GE
Semester 4	Major applicable elective: Select at least 0-9 units from BUS-295, BUS-296 or WRKX-180		1-9	
	Degree applicable elective	See counselor	6-14	
	Total		15	

Program total: 60