



**BUSINESS:  
PROFESSIONAL AND TECHNICAL WORKPLACE SKILLS  
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*

	Courses	Pre- or co-reqs	Credit	GE
<b>Semester 1</b>	BUS 250 – Business Communications		3	
	BUSMG 168 - Customer Service		.5	
	BUSMG 174 – Business Ethics		.5	
	COMSC 101 – Computer Literacy		4	
	Total		8	

	Courses	Pre- or co-reqs	Credit	GE
<b>Semester 2</b>	CIS 116 – Microsoft Excel – Compressive		2	
	COMM 120 – Public Speaking		3	
	Total		5	

	Courses	Pre- or co-reqs	Credit	GE
<b>Semester 3</b>	Certificate Specialization: Pick all classes from selected specializations	See catalog	5-7	
	Total		5-7	

	Courses	Pre- or co-reqs	Credit	GE
<b>Semester 4</b>	Certificate applicable electives. At least 0-9 units from catalog	See catalog	0-9	
	Total		0-9	

**Program total: 18**