

BUS - PROFESSIONAL AND TECHNICAL WORKPLACE SKILLS

ASSOCIATE IN SCIENCE DEGREE

SAMPLE PROGRAM SEQUENCE MAP



Total Units: 60

Please see a counselor to create an education plan that is customized to meet your academic/professional goals.

This program map represents one possible pathway to complete the program. This program sequence map is not a guarantee of course availability or financial aid applicability.

Major	BUS-250 Business Communications		3	
Major	CIS-116 Microsoft Excel – Comprehensive		2	
Major	COMSC-101 Computer Literacy		3	
GE	Area IA: English Composition	Area IA LINK to Classes	3	IA
GE	Area IC: Mathematics Comprehension	Area IC LINK to Classes	3-4	IC
TOTAL			15	

SEMESTER 2				
Major	BUSMG-168 Customer Service		.5	
Major	BUSMG-174 Business Ethics		.5	
Major	COMM-120 Public Speaking		3	
Major	Major applicable elective: Select a specialization. Helpdesk/Desktop Support or Project Management		5-7	
GE	Area IB: Communications and Analytical Thinking	Area IB LINK to Classes	3	IB
GE	Area IV: Social and Behavioral Sciences	Area IV LINK to Classes	3	IV
TOTAL			15	

SEMESTER 3				
Major	Major applicable elective: 1-9 units from BUS 295, BUS 296 and/or WRKX 180		1-9	
GE	Area III: Arts and Humanities	Area III LINK to Classes	3	III
GE	General Elective		3	
TOTAL			15	

SEMESTER 4				
Major	Major applicable elective: Select at least 0-9 units from BUS-295, BUS-296 or WRKX-180		1-9	
GE	Area II: Natural Sciences – PHYS 130 or 230	Area II LINK to Classes	4	
GE	General Elective		3	
TOTAL			15	

For counseling appointments call 925-969-2140.