

# BUS

## OFFICE PROFESSIONAL BUSINESS INFORMATION WORKER CERTIFICATE OF ACHIEVEMENT SAMPLE PROGRAM SEQUENCE MAP



**Total Units: 23**

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 101 – Business English		3	
Major	BUS 103 – Applied Business Mathematics		3	
			<b>TOTAL</b>	<b>6</b>

SEMESTER 2				
Major	BUS 109 – Introduction to Business		3	
Major	BUS 250 – Business Communications		3	
			<b>TOTAL</b>	<b>6</b>

SEMESTER 3				
Major	Certificate Applicable Elective: 3 units from BUS/BUSMK		3	
Major	Certificate Applicable Elective: 8 units from CIS/COMSC		4	
			<b>TOTAL</b>	<b>7</b>

SEMESTER 4				
Major	Certificate Applicable Elective: 8 units from CIS/COMSC		4	
			<b>TOTAL</b>	<b>4</b>

**For counseling appointments call 925-969-2140.**