

# BUS

## PROFESSIONAL AND TECHNICAL WORKPLACE SKILLS CERTIFICATE OF ACHIEVEMENT

### SAMPLE PROGRAM SEQUENCE MAP



**Total Units: 18**

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	BUSMG 168 - Customer Service		.5	
Major	BUSMG 174 – Business Ethics		.5	
Major	COMSC 101 – Computer Literacy		4	
			<b>TOTAL</b>	<b>8</b>

SEMESTER 2				
Major	CIS 116 – Microsoft Excel – Compressive		2	
Major	COMM 120 – Public Speaking		3	
			<b>TOTAL</b>	<b>5</b>

SEMESTER 3				
Major	Certificate Specialization: Pick all classes from selected specializations		5-7	
			<b>TOTAL</b>	<b>7</b>

SEMESTER 4				
Major	Certificate applicable electives. At least 0-9 units from catalog		0-9	
			<b>TOTAL</b>	<b>0-9</b>

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