

Sample Academic Plan: Business- Business Info Worker – Applications Skills Cert

Catalog: 22-23

GE Pattern: N/A

Full Time, Total Units: 15

NOTE: This program roadmap represents one possible pathway to complete the program. Please see a counselor to create an academic plan that is customized to meet your needs. This roadmap is not a guarantee of course availability or financial aid applicability. For counseling appointments call (916) 660-7400.

First Year

Semester 1 (15 units)

Course Number	Course Title	Units	Area
BUS 0251	Creating Business Documents with Word	3 units	Major
BUS 0252	Excel for Business Applications	3 units	Major
BUS 0265	Business Communications	3 units	Major
BUS 0276/BUS 0277	Org Beh & Human Relations/Human Resource Mngmt	3 units	Major
IT 0055	Database Management	3 units	Major