

Sample Academic Plan: Business- Business Information Worker Certificate

Catalog: 22-23

GE Pattern: N/A

Full Time, Total Units: 28

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 (16 units)

Course Number	Course Title	Units	Area
BUS 0250	Computer Applications for Business	3 units	Major
BUS 0251	Creating Business Documents with Word	3 units	Major
BUS 0261	Introduction to Business	3 units	Major
ENGL 0001A	College Reading/Writing/Research	4 units	Prerequisite
IT 0015	Business Information Systems	3 units	Major

Semester 2 (12 units)

Course Number	Course Title	Units	Area
BUS 0252	Excel for Business Applications	3 units	Major
BUS 0255	Introduction to the Virtual Entrepreneur	3 units	Major
BUS 0265	Business Communications	3 units	Major
IT 0055/IT 0060/IT 0065	Database Mngt/Project Mngt/Data Analyt Visual	3 units	Major Elective