

Sample Academic Plan: Small Business Bookkeeping Skills Certificate

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 (9 units)

Course Number	Course Title	Units	Area
BUS 0144	Essential Laws and Regulations	3 units	Major
BUS 0252	Payroll: Taxes, Withholdings and Payments	3 units	Major

Semester 2 (9 units)

Course Number	Course Title	Units	Area
BUS 0146	Payroll: Accting, Management, Intrntnl Issues & Ethics	3 units	Major
BUS 0265/ENGL 0012	Business Communications/Writing in the Workplace	3 units	Major
BUS 28/BUS 95+159	Indepenent Study/Intrnshp in Business + 21 st Cen Skills	3 units	Major