

This program roadmap represents one possible pathway to complete the program. **Please see a counselor** to create an education 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 916.608.6510.

FIRST YEAR

Semester 1:

9-10 units

CAT.	COURSE	TITLE	GE AREA
Req	BUSTEC 102	Computer Keyboarding 10-Key	1
Req	BUSTEC 307	Computer-Keyboard	3
Req	BUSTEC 110	Business Procedures for Professional Success	3
Req	BUSTEC 331	Exploring Computer Environments and the Internet	1
Req	BUSTEC 360 or BUSTEC 333	Word Processing Beyond the Essentials or Exploring Word Processing and Presentation Software	1-2

Semester 2:

9-12 units

Req	BUSTEC 363	Introduction to Electronic Spreadsheets	1
Req	BUSTEC 126	Outlook: Basics	1
Req	BUS 310	Business Communication	3
Req	CISC 310	Introduction to CIS	3
Req	BUSTEC 498	Work Experience in Business Technology	1-4

Notes:

- The Business Information Worker Certificate prepares students for entry-level office, computer, and administrative support positions in a variety of industries. This certification includes courses in: oral and written business communications; computer application skills, including beginning Excel, Word, and Outlook; the fundamentals of computer systems; and critical thinking and problem solving.

EXPLANATION OF CATEGORIES

Req	Required Core	A course that is required for this degree
GE	General Education	A course that fulfills a specific general education requirement for this degree, which can be replaced with another course that meets the same requirement
Elec	Elective	A degree-applicable course that is part of a degree roadmap to ensure that there is a total of at least 60 units, which is a requirement for an associate degree