

INDUSTRY CERTIFICATIONS	ACCOUNTING	MARKETING	GENERAL BUSINESS	FINANCE	ADMINISTRATIVE SUPPORT/OFFICE	REAL ESTATE	INTEGRATED	JOBS AND WAGES				
	BA/BS Degree/Transfer							ADVANCED LEVEL	ADVANCED LEVEL			
	BA/BS - Business Administration											
ADVANCED LEVEL	AA./A.S Degree/Transfer											
	<p>AS-T - Business Administration (2 units)</p> <p>ACCT 1 Financial Accounting (5 units) ACCT 2 Managerial Accounting (5 units) ECON 1 Principles of Macroeconomics (3 units) ECON 3 Principles of Microeconomics (3 units) BSL 1 Business Law I (3 units) BSEN 74 Written Business Communication (3 units) ACCT 59 Federal Income Tax (3 units) MABS 101 Spreadsheets for Business/Excel (3 units)</p> <p>Choose one of these statistics options: ECON 5 Introductory Statistics for Economics, Business and Social Sciences (5 units) MATH 80 Probability and Statistics (4 units)</p> <p>Select TWO of the following courses: MATH 100A Short Calculus I (3 units) GNBS 119 Introduction to Business (3 units) MABS 60 Introduction to Computer Applications for Business (3 units)</p> <p>or</p> <p>CNIT 100 Intro to Computers Using PC's (3 units) or CS 101 Introduction to Information Systems (3 units)</p>	<p>AS - Accounting (52 units)</p> <p>First Semester: ACCT 1 Financial Accounting (5 units) MABS 60 Introduction to Computer Applications for Business (3 units) BSMA 68 Mathematics of Business (3 units)</p> <p>Second Semester: ACCT 2 Managerial Accounting (5 units) ACCT 59 Federal Income Tax (3 units) MABS 101 Spreadsheets for Business/Excel (3 units)</p> <p>Third Semester: BSL 1 Business Law I (3 units) BSEN 74 Written Business Communication (3 units) ACCT 55 Cost Accounting (3 units) ACCT 53 Accounting on the Microcomputer (3 units) ACCT 59B California Income Tax (1 unit)</p> <p>Fourth Semester: BSL 2 Business Law 2 (3 units) ACCT 52 Intermediate Accounting (5 units) ACCT 54 Auditing (3 units) CRER 62 Successful Job Search Techniques (1 unit) BSEN 76 Written Business Communication (3 units) SMBS 135 Ownership and Operation of a Small Business (3 units)</p>	<p>AS-T - Business Administration (7 units)</p> <p>ACCT 1 Financial Accounting (5 units) ACCT 2 Managerial Accounting (5 units) ECON 1 Principles of Macroeconomics (3 units) ECON 3 Principles of Microeconomics (3 units) BSL 1 Business Law I (3 units) BSEN 74 Written Business Communication (3 units) ACCT 59 Federal Income Tax (3 units) MABS 101 Spreadsheets for Business/Excel (3 units)</p> <p>Choose one of these statistics options: ECON 5 Introductory Statistics for Economics, Business and Social Sciences (5 units) MATH 80 Probability and Statistics (4 units)</p> <p>Select TWO of the following courses: MATH 100A Short Calculus I (3 units) GNBS 119 Introduction to Business (3 units)</p> <p>MABS 60 Introduction to Computer Applications for Business (3 units) or CNIT 100 - Intro to Computers Using PC's (3 units) or CS 101 - Introduction to Information Systems</p>	<p>AS - Marketing (24 units)</p> <p>Required courses: BSMA 68 Mathematics of Business (3 units) INTR 163 International Marketing (3 units) MRKT 122 Professional Selling (3 units) MRKT 140 Principles of Marketing (3 units) MRKT 145 Computer Marketing Applications (3 units)</p> <p>MRKT 150 Consumer Behavior (3 units) MRKT 170 Introduction to Advertising (3 units) SMBS 135 Ownership and Operation of a Small Business (3 units)</p> <p>Recommended additional coursework: BSEN 70 Grammar and Writing Essentials for Business (5 units) BSEN 74 Written Business Communication (3 units) CS 101 Introduction to Information Systems (3 units)</p> <p>PSYC 1 General Psychology (3 units) PSYC 26 Applied Psychology (3 units) SPCH 11 Basic Public Speaking (3 units) SPCH 12 Fundamentals of Oral Communication (3 units) ACCT 1 Financial Accounting (5 units)</p>	<p>AS-T - Business Administration (7 units)</p> <p>ACCT 1 Financial Accounting (5 units) ACCT 2 Managerial Accounting (5 units) ECON 1 Principles of Macroeconomics (3 units) ECON 3 Principles of Microeconomics (3 units) BSL 1 Business Law I (3 units) BSEN 74 Written Business Communication (3 units) ACCT 59 Federal Income Tax (3 units) MABS 101 Spreadsheets for Business/Excel (3 units)</p> <p>Choose one of these statistics options: ECON 5 Introductory Statistics for Economics, Business and Social Sciences (5 units) MATH 80 Probability and Statistics (4 units)</p> <p>Select TWO of the following courses: MATH 100A Short Calculus I (3 units) GNBS 119 Introduction to Business (3 units)</p> <p>MABS 60 Introduction to Computer Applications for Business (3 units) or CNIT 100 - Intro to Computers Using PC's (3 units) or CS 101 - Introduction to Information Systems</p>	<p>AS - General Business (30 units)</p> <p>Required courses: GNBS 119 Introduction to Business (3 units) ACCT 1 Financial Accounting (5 units) ACCT 2 Managerial Accounting (5 units) ECON 1 Principles of Macroeconomics (3 units) ECON 3 Principles of Microeconomics (3 units) BSMA 68 Mathematics of Business (3 units) INTR 163 International Marketing (3 units) MRKT 122 Professional Selling (3 units) MRKT 140 Principles of Marketing (3 units) MRKT 145 Computer Marketing Applications (3 units)</p> <p>Recommended additional coursework: BSEN 70 Grammar and Writing Essentials for Business (5 units) BSEN 74 Written Business Communication (3 units) SPCH 1A Elements of Public Speaking (3 units) GNBS 119 Introduction to Business (3 units) SMBS 135 Ownership and Operation of a Small Business (3 units) FIN 136 Introduction to Financial Planning (3 units) MATH 110A Calculus I (5 units) MATH 75 Mathematical Analysis for Business (3 units)</p>	<p>AS-T - Business Administration (7 units)</p> <p>ACCT 1 Financial Accounting (5 units) ACCT 2 Managerial Accounting (5 units) ECON 1 Principles of Macroeconomics (3 units) ECON 3 Principles of Microeconomics (3 units) BSL 1 Business Law I (3 units) BSEN 74 Written Business Communication (3 units) ACCT 59 Federal Income Tax (3 units) MABS 101 Spreadsheets for Business/Excel (3 units)</p> <p>Choose one of these statistics options: ECON 5 Introductory Statistics for Economics, Business and Social Sciences (5 units) MATH 80 Probability and Statistics (4 units)</p> <p>Select TWO of the following courses: MATH 100A Short Calculus I (3 units) GNBS 119 Introduction to Business (3 units)</p> <p>MABS 60 Introduction to Computer Applications for Business (3 units) or CNIT 100 - Intro to Computers Using PC's (3 units) or CS 101 - Introduction to Information Systems (3 units)</p>	<p>AS - Finance (41-45 units)</p> <p>First Semester required courses: FIN 130 Principles of Bank Operations (3 units) GNBS 119 Introduction to Business (3 units) ECON 1 Principles of Macroeconomics (3 units)</p> <p>First Semester- choose one of the following Math courses: BSMA 68 Mathematics of Business (3 units) MATH 75 Mathematical Analysis for Business (3 units)</p> <p>Second Semester- choose one of the following accounting courses: ACCT 10 Introduction to Accounting (5 units) ACCT 1 Financial Accounting (5 units)</p> <p>Third Semester required course: FIN 136 Introduction to Financial Planning (3 units)</p> <p>Fourth Semester- choose one of the following courses: MABS 67 Database for Business/Microsoft Access (3 units) CS 101 Introduction to Information Systems (3 units) FIN 110 Principles of Risk Management (3 units) SUPV 231 Introduction to Supervision and Management (3 units) ACCT 2 Managerial Accounting (5 units) ECON 3 Principles of Microeconomics (3 units) INTR 170 International Finance (3 units)</p>	<p>AS - Administrative Support (34.5-36 units)</p> <p>First Semester required course: BSEN 70 Grammar and Writing Essentials for Business (5 units)</p> <p>First Semester choose one of the following keyboard courses: MABS 30 Computer Keyboarding (3 units) MABS 35 Speedbuilding I: Keyboarding (1.5 units)</p> <p>Second Semester required courses: MABS 38 Keyboarding with Microsoft Word (3 units) BSEN 74 Written Business Communication (3 units) BSMA 68 Mathematics of Business (3 units)</p> <p>Third Semester required courses: MABS 391 Word Processing/Microsoft Word (3 units) MABS 101 Spreadsheets for Business/Excel (3 units) BSEN 76 Written Business Communication (3 units) CRER 62 Successful Job Search Techniques (1 unit)</p> <p>Fourth Semester choose one of these courses: SPCH 6 Workplace Communication (3 units) PSYC 26 Applied Psychology (3 units)</p> <p>Fourth Semester required courses: MABS 67 Database for Business/Microsoft Access (3 units) BSEN 76 Written Business Communication (3 units) CRER 62 Successful Job Search Techniques (1 unit) ACCT 2 Managerial Accounting (5 units) ECON 3 Principles of Microeconomics (3 units) INTR 170 International Finance (3 units)</p> <p>Fourth Semester choose one of the following courses: MABS 202 PowerPoint Presentations (3 units) MABS 406 Developing Websites - Dreamweaver (3 units)</p>	<p>AS - Real Estate (18 units)</p> <p>Required courses: RE 181 Principles of Real Estate (3 units) RE 184 Real Estate Practice (3 units) RE 185 Legal Aspects of Real Estate (3 units) RE 186 Principles of Real Estate Finance (3 units) RE 189 Real Estate Economics (3 units) RE 191 Principles of Real Estate Appraisal (3 units)</p>		
	MID LEVEL	Mid Level Certificate							MID LEVEL	MID LEVEL		
<p>Certificate of Achievement - Microcomputer Accounting (18 units)</p> <p>Required courses: ACCT 53 Accounting on the Microcomputer (3 units) MABS 60 Introduction to Computer Applications for Business (3 units) MABS 101 Spreadsheets for Business/Excel (3 units) BSMA 68 Mathematics of Business (3 units) CRER 62 Successful Job Search Techniques (1 unit)</p> <p>Choose one of the following accounting courses: ACCT 10 Introduction to Accounting (5 units) ACCT 1 Financial Accounting (5 units)</p>		<p>Certificate of Achievement - Marketing (24 units)</p> <p>Required courses: BSMA 68 Mathematics of Business (3 units) INTR 163 International Marketing (3 units) MRKT 122 Professional Selling (3 units) MRKT 140 Principles of Marketing (3 units) MRKT 145 Computer Marketing Applications (3 units) MRKT 150 Consumer Behavior (3 units) MRKT 170 Introduction to Advertising (3 units) SMBS 135 Ownership and Operation of a Small Business (3 units)</p> <p>Recommended additional coursework: BSEN 70 Grammar and Writing Essentials for Business (5 units) BSEN 74 Written Business Communication (3 units) CS 101 Introduction to Information Systems (3 units) PSYC 1 General Psychology (3 units) PSYC 26 Applied Psychology (3 units) SPCH 11 Basic Public Speaking (3 units)</p>	<p>Certificate of Achievement - General Business (17 units)</p> <p>Required courses: GNBS 119 Introduction to Business (3 units) MABS 60 Introduction to Computer Applications for Business (3 units) BSL 1 Business Law I (3 units) ECON 1 Principles of Macroeconomics (3 units)</p> <p>Choose one of the following Accounting courses: ACCT 10 Introduction to Accounting (5 units) ACCT 1 Financial Accounting (5 units)</p> <p>Recommended additional coursework: FIN 136 Introduction to Financial Planning (3 units) BSMA 68 Mathematics of Business (3 units) MRKT 140 Principles of Marketing (3 units)</p>	<p>Certificate of Achievement - Finance (27 units)</p> <p>First Semester: FIN 110 Principles of Risk Management (3 units) FIN 130 Principles of Bank Operations (3 units) FIN 136 Introduction to Financial Planning (3 units) MABS 101 Spreadsheets for Business/Excel (3 units) GNBS 119 Introduction to Business (3 units)</p> <p>Second Semester required courses: ECON 1 Principles of Macroeconomics (3 units) FIN 133 Money and Banking (3 units)</p> <p>Second Semester- choose one of the following courses: MABS 67 Database for Business/Microsoft Access (3 units) CS 101 Introduction to Information Systems (3 units)</p> <p>Second Semester- choose one of the following courses: MRKT 122 Professional Selling (3 units)</p>	<p>Certificate of Achievement - Real Estate (24 units)</p> <p>Required courses: RE 181 Principles of Real Estate * (3 units) RE 184 Real Estate Practice (3 units) RE 185 Legal Aspects of Real Estate (3 units) RE 186 Principles of Real Estate Finance (3 units) RE 189 Real Estate Economics (3 units) RE 191 Principles of Real Estate Appraisal (3 units)</p> <p>* If the candidate for the California Real Estate Certificate holds a valid California real estate salesperson's or broker's license, a three-unit course in real estate or another area of business may be substituted in lieu of RE 181.</p> <p>Choose 6 units from course electives: RE 182 Escrow Fundamentals (3 units) RE 183 Real Estate Property Management (3 units) RE 187 Real Estate Taxation (3 units) RE 192 Advanced Real Estate Appraisal (3 units)</p>							
ENTRY LEVEL		Entry Level Certificate							ENTRY LEVEL	ENTRY LEVEL		
		<p>Certificate of Achievement - Retail Management (24-26 units)</p> <p>Required courses: MABS 60 Introduction to Computer Applications for Business (3 units) SUPV 231 Introduction to Supervision and Management (3 units) SUPV 232 Organizational Behavior for Supervisors (3 units) SUPV 233 Human Resources Management (3 units) MRKT 140 Principles of Marketing (3 units) SMBS 135 Ownership and Operation of a Small Business (3 units)</p> <p>Choose one of the following Accounting or Business Math options: ACCT 10 Introduction to Accounting (5 units) ACCT 1 Financial Accounting (5 units) BSMA 68 Mathematics of Business (3 units)</p> <p>Choose one of the following Communications options:</p>	<p>Certificate of Accomplishment - Supervision Management (15 units)</p> <p>SUPV 231 Introduction to Supervision and Management (3 units) SUPV 232 Organizational Behavior for Supervisors (3 units) SUPV 233 Human Resources Management (3 units) SUPV 234 Communication for Business Management (3 units)</p> <p>Choose one of the following courses: SUPV 235 Organizational Leadership (3 units) SUPV 236 Women Leaders at Work (3 units)</p>	<p>Certificate of Achievement - Office Technology (19.5-21 units)</p> <p>First Semester- required courses: BSEN 70 Grammar and Writing Essentials for Business (5 units) CRER 62 Successful Job Search Techniques (1 unit)</p> <p>First Semester- choose one of these keyboarding courses: MABS 30 Computer Keyboarding (3 units) MABS 35 Speedbuilding I: Keyboarding (1.5 units)</p> <p>Second Semester- required courses: BSEN 74 Written Business Communication (3 units) MABS 101 Spreadsheets for Business/Excel (3 units)</p> <p>Second Semester- choose one of these Microsoft Word options: MABS 38 Keyboarding with Microsoft Word (3 units) MABS 391 Word Processing/Microsoft Word (3 units)</p> <p>Second Semester- choose one of these two options: SPCH 6 Workplace Communication (3 units)</p>								
		<p>Certificate of Accomplishment - Exploration of Business Studies (Business Fundamentals) (5 units)</p> <p>Exploration of Business Studies</p>										

LERN 50 - College Success, GNBS 119 - Introduction to Business, BSMA - 68 - Mathematics of Business, BSEN 74 - Written Business Communications, MABS 60 - Introduction to Computer Applications for Business. Choose one introductory course from: ACCT 10 - Introduction to Accounting, BSL 1 - Business Law, FIN 136 - Introduction to Financial Planning, INTR 162 - Survey of International Business, MRKT 140 - Introduction to Marketing, PLS 1 - Introduction to Paralegal Studies, RE 181 - Principles of Real Estate, SUPV 231 - Introduction to Supervision/Management, TRTV 157 - Principles of Travel & Tourism