



**Career Pathway: Business and Information Systems**

Program Description: The Retail Business Management Certificate provides an overview of the various disciplines in business such as management, marketing, accounting, and finance. The degree provides a training and education for those wishing to own or manage a retail business. The various elements involved in starting and operating a small business are covered.

Course ID	Course Title	Units	To-Do List
<b>Semester 1</b>			
CIS-007*	Computer Concepts	3	1) Meet with your Advisor to confirm path & develop your 1st year Abbreviated Educational Plan. 2) Apply for financial aid and follow-up with financial aid department. 3) Begin research on four-year schools. Find out minimum transfer GPA, course & major requirements. <a href="#">JobSpeaker</a>  <a href="#">O*NET</a>  4) Begin research on careers through Job Speaker or O*NET:
ENG-001A*	Composition and Reading	3	
NC-200**	College Reading and Writing Preparedness	0	
BUS-020*	Introduction to Business	3	
STUDEV-001	College Success	3	
ART-042 or MUS-042	Art Appreciation or Music Appreciation	3	
<b>Total Semester 1 Units</b>		<b>15</b>	
<b>Semester 2</b>			
MATH-025*	Introduction to Statistics	4	1) Meet with your Counselor to discuss your progress & complete your Comprehensive Educational Plan. 2) Meet with your Faculty Mentor to discuss program pathway, career options, & finalize class options.
NC-202**	Introduction to Statistics Support	0	
BIO-010	Fundamentals of Biology	3	
BUS-032*	Small Business Management	3	
BUS-018*	Business Law	4	
<b>Total Semester 2 Units</b>		<b>14</b>	
<b>Semester 3</b>			
GEOG-001	Physical Geography	4	1) Prepare documentation for college application & apply to four-year schools of choice by the deadline. 2) Begin seeking four-year funding outlets such as scholarships & aid. 3) Renew financial aid.
ECON-001B	Microeconomics	3	
COM-001*	Elements of Speech	3	
BUS-035*	Human Resources Management	3	
BUS-055*	Bookkeeping	3	
<b>Total Semester 3 Units</b>		<b>16</b>	
<b>Semester 4</b>			
BUS-028*	Business Communication	3	<b>1) Petition to Graduate to receive your degree &amp; commencement ceremony information.</b>
HIST-017A or HIST-017B	History of the United States 1492-1877 or History of the United States 1865-PRESENT	3	
POLSCI-001	American Government	3	
ES-001	Introduction to Ethnic Studies	3	
COM-003*	Argumentation and Debate	3	
<b>Total Semester 4 Units</b>		<b>15</b>	
<b>Total Program Units</b>		<b>60</b>	

\*A grade of "C" or higher required for ENG, MATH, COM and all major courses.

\*\*If placement requires concurrent enrollment in support course.



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ENG-001A*	Composition and Reading	3	
NC-200**	College Reading and Writing Preparedness	0	
<b>Total Semester 1 Units</b>		<b>6</b>	
<b>Semester 2</b>			
BUS-020*	Introduction to Business	3	1) Begin research on four-year schools. Find out minimum transfer GPA, course & major requirements. 2) Begin research on careers using JobSpeaker and O*NET
STUDEV-001	College Success	3	
ART-042 or MUS-042	Art Appreciation or Music Appreciation	3	
<b>Total Semester 2 Units</b>		<b>9</b>	
<b>Semester 3</b>			
MATH-025*	Introduction to Statistics	4	1) Renew financial aid.
NC-202**	Introduction to Statistics Support	0	
BIO-010	Fundamentals of Biology	3	
<b>Total Semester 3 Units</b>		<b>7</b>	
<b>Semester 4</b>			
BUS-032*	Small Business Management	3	1) Meet with your Counselor to discuss your progress & complete your Comprehensive Educational Plan. 2) Meet with your Faculty Mentor to discuss program pathway, career options, & finalize class options.
BUS-018*	Business Law	4	
<b>Total Semester 4 Units</b>		<b>7</b>	
<b>Semester 5</b>			
GEOG-001	Physical Geography	4	1) Renew financial aid.
ECON-001B	Microeconomics	3	
<b>Total Semester 5 Units</b>		<b>7</b>	
<b>Semester 6</b>			
COM-001*	Elements of Speech	3	1) Prepare documentation for college application & apply to four-year schools of choice by the deadline. 2) Begin seeking four-year funding outlets such as scholarships & aid.
BUS-035*	Human Resources Management	3	
BUS-055*	Bookkeeping	3	
<b>Total Semester 6 Units</b>		<b>9</b>	
<b>Semester 7</b>			
BUS-028*	Business Communication	3	1) Renew financial aid.
HIST-017A or HIST-017B	History of the United States 1492-1877 or History of the United States 1865-PRESENT	3	
POLSCI-001	American Government	3	
<b>Total Semester 7 Units</b>		<b>9</b>	
<b>Semester 8</b>			
ES-001	Introduction to Ethnic Studies	3	1) <b>Petition to Graduate degree &amp; commencement ceremony information.</b>
COM-003*	Argumentation and Debate	3	
<b>Total Semester 8 Units</b>		<b>6</b>	
<b>Total Program Units</b>		<b>60</b>	

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