



Business - General Certificate of Achievement

This certificate provides an overview of the various disciplines in business. It is intended to meet the needs of students who wish to develop, retrain or upgrade skills for work in a business setting.

SUGGESTED PROGRAM COURSE SCHEDULE

SEMESTER 1

9 UNITS

Course	Units	Pre-Reqs [^]	Semesters offered*	GE Area
BUS 300 Intro to Business	3		F(O,H), S(O,H), Su(O)	
BUS 340 Business Law	3		F(O), S(O), Su(O)	
MKT 300 Prin of Marketing	3		F(O), S(O), Su(O)	

Career Options/Outlook: Many career opportunities are available such as first-line supervisor of retail sales worker. First-line supervisor directly supervise and coordinate activities of retail sales workers in an establishment or department. Duties may include management functions, such as purchasing, budgeting, accounting, and personnel work, in addition to supervisory duties.

A sample of reported job titles:

Bakery Manager, Delicatessen Manager, Department Manager, Department Supervisor, Grocery Manager, Key Carrier, Meat Department Manager, Parts Sales Manager, Shift Manager, Store Manager

SEMESTER 2

10 UNITS

Course	Units	Pre-Reqs [^]	Semesters offered*	GE Area
ACCT 301 Financial Accounting	4	Advisory: ACCT 101, BUS 105, MATH 120 or MATH 125	F(O,H), S(O), Su	CRC Area II(b)
ECON 302 Prin of Macro Econ	3	MATH 100 or 102 or 1 yr of HS Elem Algebra	F(O), S(O), Su(O)	CRC Area V(b)
3 units from List A	3		See List A	See List A

[^]You must have passed the prerequisite course(s) with a "C" or better; Corequisite must be taken during the same semester; Advisory means it is recommended but not required to enroll in the course.

*(O) = online available (H) = hybrid available

Projected job opening in California (2016-2026):

16,630

Projected growth in California:

Slower than average (3%)

Salary in California:

Median wage (2018): \$40,420/yr
Source:

<https://www.onetonline.org/link/summary/41-1011.00>

List A-Select a minimum of 3 units from the following:

Course	Units	Pre-Reqs [^]	Semesters offered*	GE Area
BUS 310 Business Communications	3	BUS 100; Advisory: ability to key 30 words a minute (wam)	F, S	CRC Area II(a)
BUS 320 Concepts in Personal Finance	3	Advisory: BUS 105	F(O), S(O), Su(O)	CRC Area V(b)
BUS 330 Managing Diversity in the Workplace	3		F, S(O), Su(O)	CRC Area V(b) or VI
BUS 350 Small Business Management/ Entrepreneurship	3		F(O), S(O)	
ECON 304 Principles of Microeconomics	3	MATH 100 or 102 or 1 yr of HS Elem Algebra	F(O), S(O), Su(O)	CRC Area V(b)
CISC 310 Intro to Computer Information Science	3	Advisory: BUSTEC 302 or keyboard 25 wam or better	F(O,H), S(O,H)	CRC Area II(b) or III(b)

[^]You must have passed the prerequisite course(s) with a "C" or better; Corequisite must be taken during the same semester; Advisory means it is recommended but not required to enroll in the course.

*(O) = online available (H) = hybrid available

Honors option:

The CRC Honors Program is designed specifically for academically accomplished students and for students with the potential for high achievement. Students who complete 15 units or more in honors-designated courses will earn special recognition as an Honors Scholar, a distinction that may entitle the student to guaranteed transfer and scholarship opportunities at select transfer colleges and universities.

Transfer notes:

Please meet with a counselor for specific transfer course evaluation or transferring to a specific 4-year institution.