



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
Semester 1			
BUS-035*	Human Resources Management	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. 4) Begin research on careers through: O*NET or JobSpeaker
BUS-001A* or BUS-055*	Beginning Principles of Accounting or Bookkeeping	3 - 4	
CIS-007*	Computer Concepts	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-020*	Introduction to Business	3	
Total Semester 1 Units		12 - 13	
Semester 2			
BUS-028*	Business Communication	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. 3) Renew financial aid.
BUS-018*	Business Law	4	
BUS-032*	Small Business Management	3	1) Petition to Graduate to receive your degree & commencement ceremony information.
Total Semester 2 Units		10	
Semester 3			
Total Semester 3 Units		0	
Semester 4			
Total Semester 4 Units		0	
Total Program Units		22 - 23	
*A grade of "C" or higher required for ENG, MATH, COM and all major courses.			
**If placement requires concurrent enrollment in support course.			