

This worksheet is a guideline for this major. Please meet with a counselor to review your educational plan, transfer goals, and graduation requirements.

Major Requirements

Need	In Progress	Complete	UNITS	COURSE #	COURSE NAME	EQUIVALENT/SUBSTITUTE
			3	BUS-018	Microsoft Excel for Windows	
			3	BUS-047	Office Procedures and Records Management	
			3	BUS-059	Business Communication	
			3	BUS-065	Word Process with MS Word	
			.5	BUS-091	Managing/Working in a Diverse Workforce	
			.5	BUS-092	Business Ethics	
			.5	BUS-093	Dealing with Difficult People	
			.5	BUS-095	Developing Customer Service Satisfaction	

Major Electives: Select a minimum of 17 units from the following:

			.5 - 4	BUS-098, 096, 080, 035C, 029, 088, 090, 001, 002, 045, 081, 082, 083, 086, 087, 088, 181, 185, 186, MANGT-050, 060, 065, 070, 075	
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Total of 31 Units for the Major

General Education Requirements and Course Recommendations

Need	In Progress	Complete	UNITS	AREA	REQUIRED	RECOMMENDED COURSE	EQUIVALENT/ALTERNATE
			3	A	1	ASTRO 010, BIOSC 005, 007, 008, 010, ENGIN 010, PHYS 015, PHYSC 005	
			3	B	1	ADJUS 110, 160, ANTHR 001, 004, 005, 006, 007, CHDEV 010, 020, ECON 005, 010, 011, EDUC-040, ENGL 110, 136, HIST 029, 030, 031, 033, 034, 035, 038, 039, 040, 055, 061, POLSC 010, 020, 033, 040, 043, 050, PSYCH 010, 011, SOCIO 015, 016, SOCS 045, 110, SPCH 120, 180	
			3	C	1	ART 005, 006, 007, 008, 009, 016, 017, 018, 035, DRAMA 015, 016, 025, 070, 072, ENGL 124, 127, 128, 129, 133, 150, 205, 230, 231, HUMAN 019, 020, 021, 022, 024, 030, 035, JOURN 100, 110, MUSIC 010, 012, 015, PHIL 002, 033, 040, 042, SPCH-110, 130	
			3	D i.	1	ENGL 100	
			3 - 7	D ii	1	MATH 026, 029, 030 or higher	
			3	E	1	ADJUS 160, CHDEV 050, DRAMA 015, 030, 072, ENGL 110, 127, 128, 129, 133, 135, 136, HIST 046, 047, 052, 055, 061, SOCS 045, 110, 135, SPCH 150	

18-22 Units of General Education

Recommended Electives

Need	In Progress	Complete	UNITS	COURSE #	COURSE NAME	EQUIVALENT/SUBSTITUTE
Select a minimum of 7 - 11 Units:						

7 - 11 units of elective courses needed to meet the 60 degree applicable unit requirement