Business Information Professional (A.S.)
DEGREE PROGRAM MAP

wcc.yccd.edu/gnbus

✔ Earn a degree that can lead directly to employment or further study at a 4-year college or university

WOODLAND COMMUNITY COLLEGE

BUSINESS, HOSPITALITY & ENTREPRENEURSHIP

Recommended Course Sequence

The program map below is a sequence of courses you can follow to efficiently complete your degree requirements. This map does not replace your Student Education Plan, so be sure to talk with a WCC counselor to pick the right courses for your academic goals.

SEMESTER 1 — YOUR FIRST FALL SEMESTER

MAJOR REQUIREMENT	**3.0 UNITS**	**MAJOR REQUIREMENT**	**3.0 UNITS**
BCA15 Business Computer Applications - Beginning		**ACCT50** General Accounting	
MAJOR REQUIREMENT	**3.0 UNITS**	**GENERAL EDUCATION REQUIREMENT**	**4.0 UNITS**
GNBUS56 Business Mathematics		**ENGL1A** College Composition and Reading	
		or select a course from Area D1 or Writing Competency Requirement (WCC)	
MAJOR REQUIREMENT	**3.0 UNITS**		
GNBUS72 Introduction to Business Information Worker			

SEMESTER 2

MAJOR REQUIREMENT	**3.0 UNITS**	**MAJOR REQUIREMENT**	**1.0 UNITS**
BCA60 Computer Keyboarding		**BCA34** Microsoft Excel III	
MAJOR REQUIREMENT	**1.0 UNITS**	**MAJOR REQUIREMENT**	**1.0 UNITS**
BCA68 Records and Information Management		**BCA67** Adobe Acrobat	
MAJOR REQUIREMENT	**1.0 UNITS**	**MAJOR REQUIREMENT**	**3.0 UNITS**
BCA33 Microsoft Excel II		**GNBUS21** Business Communications	
MAJOR REQUIREMENT	**1.0 UNITS**	**GENERAL EDUCATION REQUIREMENT**	**3.0 UNITS**
BCA66 Microsoft Outlook		**ETHN6** History of Race and Ethnicity in America	
		or select a course from Area C (WCC)	

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SEMESTER 3

MAJOR REQUIREMENT	1.5 UNITS
BCA20 Computer Calculation	

MAJOR REQUIREMENT	3.0 UNITS
ACCT3 Computerized Accounting	

MAJOR REQUIREMENT	1.0 UNITS
BCA70 Microsoft PowerPoint II	

GENERAL EDUCATION REQUIREMENT	4.0 UNITS
MATH52 Intermediate Algebra	
or select a course from Area D2 or Math Competency Requirement (WCC)	

GENERAL EDUCATION REQUIREMENT	3.0 UNITS
HLTH1 Health and Life Style Choices	
or select a course from Health/PE Graduation Requirement (WCC)	

GENERAL EDUCATION REQUIREMENT	3.0 UNITS
Recommend 1 of the following	
COUNS10 College Success	
COUNS25 Career Planning and Development	
or select a course from Area E (WCC)	

SEMESTER 4

MAJOR REQUIREMENT	1.0 UNITS
BCA64 Microsoft Word II	

MAJOR REQUIREMENT	1.0 UNITS
BCA65 Microsoft Word III	

MAJOR REQUIREMENT	3.0 UNITS
GNBUS74 Business Information Professional	

MAJOR REQUIREMENT	1.0 UNITS
BCA37 Microsoft Access II	

MAJOR REQUIREMENT	1.0 UNITS
BCA38 Microsoft Access III	

GENERAL EDUCATION REQUIREMENT	3.0 UNITS
Recommend 1 of the following	
ECOL10 Environment-Concepts and Issues	
GEOL8 Earth Science	
or select a course from Area A (WCC)	

GENERAL EDUCATION REQUIREMENT	3.0 UNITS
Recommend 1 of the following	
ECON1A Elementary Economics-Macro	
ECON1B Elementary Economics-Micro	
or select a course from Area B (WCC)	

GENERAL EDUCATION REQUIREMENT	3.0 UNITS
Recommend 1 of the following	
ETHN1 Introduction To Chicano Studies	
ETHN11 Introduction to Ethnic Studies	
or select a course from Multicultural Graduation Requirement (WCC)	

BUSINESS, HOSPITALITY & ENTREPRENEURSHIP

This program belongs to the Business, Hospitality and Entrepreneurship Interest Area

Interest Areas at WCC bring together support services and staff around groupings of related majors.

Explore majors and support services in this area:

» wcc.yccd.edu/areas

Meet with a counselor to create your education plan:

» wcc.yccd.edu/counseling

Prepare for careers

- Administrative Assistant
- Office Manager
- Receptionist
- Customer Service Professional
- Department Manager
- Shift Manager
- Office Professional
- Executive Assistant

Get help finding jobs and planning your career:

» wcc.yccd.edu/career-center