

Program Requirements:

"Program Requirements" specify the courses required for this program. See suggested course sequence for additional information.

Suggested Course Sequence

The "Suggested Course Sequence" is an example of how to complete the requirements plus any additional general education that may be needed. If you would like to create a personalized Student Education Plan (SEP), schedule a meeting with a counselor.

FALL SEMESTER (YEAR 1)		
Course	Title	Units
☐ ACCT 105	Introduction to Accounting	3
☐ ACCT 317	Bookkeeping 1	3
☐ CBIS 141	Microsoft Excel- Comprehensive	3
Total Units		9

Tasks:

- Complete Career Exploration
- Meet with Counselor (SEP)
- Visit library and tutoring
- Review Financial Aid Req.
- Apply AHC Scholarship

SPRING SEMESTER (YEAR 1)		
Course	Title	Units
☐ ACCT 318	Bookkeeping 2	3
☐ ACCT 327	Payroll Accounting	3
☐ ACCT 150	Introduction to Accounting Information Systems	3
Total Units		9

Tasks:

- Set up Jobspeaker
- Attend Career Exploration Day
- Utilize Job Search Resources
- Complete the FAFSA or Dream Act by March 2
- Apply for AHC Scholarship