



## Business Certificate of Achievement

### **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    |
|----------------------------------|--------------------------|----------|
| <input type="checkbox"/> BUS 101 | Introduction to Business | 3        |
| <input type="checkbox"/> BUS 102 | Marketing                | 3        |
| <b>Total Units</b>               |                          | <b>6</b> |

#### 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    |
|----------------------------------|-----------------------------|----------|
| <input type="checkbox"/> BUS 107 | Human Relations in Business | 3        |
| <input type="checkbox"/> BUS 110 | Business Law                | 3        |
| <b>Total Units</b>               |                             | <b>6</b> |

#### Tasks:

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

### FALL SEMESTER (YEAR 2)

| Course                           | Title                                | Units    |
|----------------------------------|--------------------------------------|----------|
| <input type="checkbox"/> BUS 104 | Business Organization and Management | 3        |
| <input type="checkbox"/> BUS 302 | Essentials of Management             | 3        |
| <b>Total Units</b>               |                                      | <b>6</b> |

#### Tasks:

- Meet with a Counselor
- Develop Resume at Career Center
- Review Financial Aid Requirements
- Apply for AHC Scholarship

### SPRING SEMESTER (YEAR 2)

| Course                            | Title                              | Units    |
|-----------------------------------|------------------------------------|----------|
| <input type="checkbox"/> BUS 160  | Business Communications            | 3        |
| <input type="checkbox"/> CBIS 101 | Computer Concepts and Applications | 3        |
|                                   | OR                                 |          |
| <input type="checkbox"/> CBIS 141 | Microsoft Excel-Comprehensive      | 3        |
|                                   | OR                                 |          |
| <input type="checkbox"/> CBOT 131 | Introduction to Word Processing    | 3        |
| <b>Total Units</b>                |                                    | <b>6</b> |

#### Tasks:

- Apply for Certificate with Counseling
- Utilize Job Search Resources
- Complete FAFSA or Dream Act by March 2
- Attend Job Fair/Career Exploration Day