

Program Requirements:

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

A major of 24 units is required for the degree.

COURSE	TITLE	UNITS
<input type="checkbox"/> BUS 101	Introduction to Business	3
<input type="checkbox"/> BUS 102	Marketing	3
<input type="checkbox"/> BUS 104	Business Organization and Management	3
<input type="checkbox"/> BUS 107	Human Relations in Business	3
<input type="checkbox"/> BUS 110	Business Law	3
<input type="checkbox"/> BUS 160	Business Communications	3
<input type="checkbox"/> BUS 302	Essentials of Management	3
<input type="checkbox"/> CBIS 101	Computer Concepts & Applications	3
or		
<input type="checkbox"/> CBIS 141	Microsoft Excel-Comprehensive	3
or		
<input type="checkbox"/> CBOT 131	Introduction to Word Processing	3

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
Total Units		6

Tasks:

- Complete Career Exploration
- Meet with Counselor (SEP)
- Visit library & 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
Total Units		6

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
Total Units		6

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 & Applications	3
	OR	
<input type="checkbox"/> CBIS 141	Microsoft Excel-Comprehensive	3
	OR	
<input type="checkbox"/> CBOT 131	Introduction to Word Processing	3
Total Units		6

Tasks:

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