ALLAN HANCOCK COLLEGE

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
☐ CBIS 101	Computer Concepts and Applications	3
	or	
☐ CBOT 132	Advanced Word Processing	3
☐ CBIS 141	Microsoft Excel-Comprehensive	3
☐ CBIS 337	Presentation Design - PowerPoint	3
Total Units		9

Tasks:

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

SPRING SEMESTER (YEAR 2)

Course	Title	Units
☐ CBIS 142	Microsoft Access-Comprehensive	3
☐ CBIS 321	Internet Business Applications	3
Total Units		6

Tasks:

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