

**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"/> CBIS 101	Computer Concepts and Applications	3
<input type="checkbox"/> AHC GE Req	Area 2: Mathematical Concepts and Quantitative Reasoning	3-5
<input type="checkbox"/> AHC Grad Req	Dance or Physical Activity	.5-3
<b>Total Units</b>		12.5-17

### 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"/> CBIS 108	Networking and Administration	3
<input type="checkbox"/> ENGL 101	Freshman Composition: Exposition	4
<input type="checkbox"/> AHC GE REQ	Area 4B: United States History and Government	3
<input type="checkbox"/> AHC GE REQ	Area 7: Living Skills	3
<input type="checkbox"/> ELECTIVE	100-LEVEL COURSE	3
<b>Total Units</b>		16

### Tasks:

- Set up Jobspeaker
- Attend Career Exploration Day
- FAFSA or Dream Act due March 2
- Apply AHC Scholarship

FALL SEMESTER (YEAR 2)		
Course	Title	Units
<input type="checkbox"/> ACCT 105	Introduction to Accounting	3
<input type="checkbox"/> CBIS 141	Microsoft Excel-Comprehensive	3
<input type="checkbox"/> AHC GE REQ	Area 5: Natural Science	3-4
<input type="checkbox"/> AHC GE REQ	Area 1B: Oral Comm. and Critical Thinking	3
<input type="checkbox"/> ELECTIVE	100-LEVEL COURSE	3
<b>Total Units</b>		15-16

### Tasks:

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

SPRING SEMESTER (YEAR 2)		
Course	Title	Units
<input type="checkbox"/> CBIS 112	Intro to Visual Basic Program	3
<input type="checkbox"/> CBIS 142	Microsoft Access-Comprehensive	3
<input type="checkbox"/> AHC GE REQ	Area 4A: Social and Behavioral Sciences	3
<input type="checkbox"/> AHC GE REQ	Area 3: Arts and Humanities	3
<input type="checkbox"/> AHC GE Req	Area 6: Ethnic Studies	3
<b>Total Units</b>		15

### Tasks:

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