



CBOT: Office Skills Certificate of Accomplishment

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 362	Management: People Skills	0.5
<input type="checkbox"/> BUS 377	Managing Service Quality	0.5
<input type="checkbox"/> CBIS 371	Intro to Excel	1
Total Units		2

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
<input type="checkbox"/> CBOT 360	Word - Basics	1
<input type="checkbox"/> CBOT 361	Intro to PowerPoint	1
Total Units		2

Tasks:

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