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
☐ CBOT 131	Introduction to Word Processing	3
☐ CBOT 333	Business Desktop Publishing	3
☐ CBOT 337	Presentation Design - PowerPoint	3
☐ Elective	Major Elective Group 1	3
Total Units		12

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
☐ CBOT 132	Advanced Word Processing	3
☐ CBOT 334	Administrative Office Procedures	3
☐ Elective	Major Elective Group 2	3
☐ Elective	Major Elective Group 3	3
Total Units		12

Tasks:

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