

**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"/> CBOT 131     | Introduction to Word Processing                          | 3      |
| <input type="checkbox"/> PLGL 101     | Intro to Paralegal Studies                               | 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>                    |  | 9.5-14 |

### Tasks:

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

| SPRING SEMESTER (YEAR 1)            |                                  |       |
|-------------------------------------|----------------------------------|-------|
| Course                              | Title                            | Units |
| <input type="checkbox"/> CBOT 132   | Advanced Word Processing         | 3     |
| <input type="checkbox"/> BUS 110    | Business Law                     | 3     |
| <input type="checkbox"/> CBOT 305   | Legal Office Procedures          | 3     |
| <input type="checkbox"/> ENGL 101   | Freshman Composition: Exposition | 4     |
| <input type="checkbox"/> AHC GE REQ | Area 3: Arts and Humanities      | 3     |
| <b>Total Units</b>                  |                                  | 16    |

### Tasks:

- Set up Jobspeakr
- Attend Career Exploration Day
- Complete the FAFSA or Dream Act by March 2
- Apply AHC Scholarship

| FALL SEMESTER (YEAR 2)              |   |       |
|-------------------------------------|---|-------|
| Course                              | Title   | Units |
| <input type="checkbox"/> BUS 160    | Business Communications                       | 3     |
| <input type="checkbox"/> CBOT 334   | Administrative Office Procedures              | 3     |
| <input type="checkbox"/> AHC GE REQ | Area 4B: United States History and Government | 3     |
| <input type="checkbox"/> AHC GE Req | Area 6: Ethnic Studies                        | 3     |
| <input type="checkbox"/> AHC GE REQ | Area 1B: Oral Comm. and Critical Thinking     | 3     |
| <b>Total Units</b>                  |   | 15    |

### 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 107    | Human Relations in Business             | 3     |
| <input type="checkbox"/> PLGL 105   | Legal Analysis and Writing              | 3     |
| <input type="checkbox"/> AHC GE REQ | Area 5: Natural Science                 | 3-4   |
| <input type="checkbox"/> AHC GE REQ | Area 4A: Social and Behavioral Sciences | 3     |
| <input type="checkbox"/> AHC GE REQ | Area 7: Living Skills                   | 3     |
| <b>Total Units</b>                  |   | 15-16 |

### Tasks:

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