

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 110	Business Law	3
<input type="checkbox"/> BUS 160	Business Communications	3
<input type="checkbox"/> CBOT 131	Introduction to Word Processing	3
<input type="checkbox"/> CBOT 305	Legal Office Procedures	3
<input type="checkbox"/> PLGL 101	Intro to Paralegal Studies	3
Total Units		15

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"/> BUS 107	Human Relations in Business	3
<input type="checkbox"/> CBOT 132	Advanced Word Processing	3
<input type="checkbox"/> CBOT 334	Administrative Office Procedures	3
<input type="checkbox"/> PLGL 105	Legal Analysis and Writing	3
Total Units		12

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