



## Computer Applications and Office Management Certificate of Achievement

### **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 107	Human Relations in Business	3
<input type="checkbox"/> CBOT 131	Introduction to Word Processing	3
<input type="checkbox"/> CBOT 333	Business Desktop Publishing	3
<b>Total Units</b>		<b>9</b>

#### 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"/> BUS 302	Essentials of Management	3
<input type="checkbox"/> CBOT 132	Advanced Word Processing	3
<b>Total Units</b>		<b>6</b>

#### Tasks:

- Set up Jobspeaker
- 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"/> CBIS 141	Microsoft Excel-Comprehensive	3
<input type="checkbox"/> CBOT 302	Records Management	2
<b>Total Units</b>		<b>8</b>

#### 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"/> CBOT 334	Administrative Office Procedures	3

<input type="checkbox"/> CBOT 337	Presentation Design - PowerPoint	3
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**Total Units** **6**

#### Tasks:

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