



Computer Business Office Software 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"/> CBIS 301	Computer Fundamentals 1	3
<input type="checkbox"/> CBIS 371	Intro to Excel	1
<input type="checkbox"/> CBIS 372	Intro to Access	1
<input type="checkbox"/> CBOT 360	Word - Basics	1
<input type="checkbox"/> CBOT 361	Intro to PowerPoint	1
Total Units		7

Tasks:

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