



CBOT: Administrative Office Skills 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"/> CBOT 131	Introduction to Word Processing	3
<input type="checkbox"/> CBOT 333	Business Desktop Publishing	3
Total Units		6

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"/> CBOT 334	Administrative Office Procedures	3
<input type="checkbox"/> CBOT 337	Presentation Design - PowerPoint	3
Total Units		9

Tasks:

- Set up Jobspeaker
- Attend Career Exploration Day
- Apply for Certificate with Counseling
- FAFSA or Dream Act due March 2
- Apply AHC Scholarship
- Utilize Job Search Resources