

Program Requirements:

"Program Requirements" specify the courses required for this program. See suggested course sequence for additional information.

A major of 21 units is required for a certificate of achievement.

Required core courses (21 units)

COURSE	TITLE	UNITS
<input type="checkbox"/> ACCT 105	Introduction to Accounting	3
<input type="checkbox"/> BUS 101	Introduction to Business	3
<input type="checkbox"/> CBIS 101	Computer Concepts & Applications	3
<input type="checkbox"/> CBIS 108	Networking and Administration	3
<input type="checkbox"/> CBIS 112	Intro to Visual Basic Program	3
<input type="checkbox"/> CBIS 141	Microsoft Excel-Comprehensive	3
<input type="checkbox"/> CBIS 142	Microsoft Access-Comprehensive	3

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 101	Introduction to Business	3
<input type="checkbox"/> CBIS 101	Computer Concepts & Applications	3
<input type="checkbox"/> CBIS 141	Microsoft Excel-Comprehensive	3
Total Units		9

Tasks:

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

SPRING SEMESTER (YEAR 1)

Course	Title	Units
<input type="checkbox"/> ACCT 105	Introduction to Accounting	3
<input type="checkbox"/> CBIS 108	Networking and Administration	3
<input type="checkbox"/> CBIS 112	Intro to Visual Basic Program	3
<input type="checkbox"/> CBIS 142	Microsoft Access-Comprehensive	3
Total Units		12

Tasks:

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