

Accounting: Bookkeeping Certificate of Achievement

Program Requirements:

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



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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 SEMES	STER (YEAR 1)	
Course	Title	Units
Total Units		9
Toolses		

Tasks

- Complete Career Exploration
- Meet with Counselor (SEP)
- · Visit library and tutoring
- · Review Financial Aid Req.
- · Apply AHC Scholarship

SPRING SE	MESTER (YEAR 1)	
Course	Title	Units
Total Units		9
T1		

Tasks

- · Set up Jobspeaker
- · Attend Career Exploration Day
- Utilize Job Search Resources
- Complete the FAFSA or Dream Act by March 2
- · Apply for AHC Scholarship