



ECS: Program Director/Administration Emphasis 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.

SUMMER SEMESTER (YEAR 1)

Course	Title	Units
Total Units		3
Tasks		

FALL SEMESTER (YEAR 1)

Course	Title	Units
<input type="checkbox"/> ELECTIVE	MAJOR ELECTIVE (LIST A)	3
Total Units		9

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"/> ELECTIVE	MAJOR ELECTIVE (LIST B)	3
Total Units		12

Tasks:

- Set up Jobspeaker
- Attend Career Exploration Day
- FAFSA or Dream Act due March 2
- Apply AHC Scholarship

SUMMER SEMESTER (YEAR 2)

Course	Title	Units
Total Units		3
Tasks		

FALL SEMESTER (YEAR 2)

Course	Title	Units
Total Units		7-15

Tasks:

- Develop Resume at Career Center
- Meet with Counselor
- Review Financial Aid Requirements
- Apply for AHC Scholarship

SPRING SEMESTER (YEAR 2)

Course	Title	Units
Total Units		12 -19

Tasks:

- Apply for Certificate
- Utilize Job Search Resources
- FAFSA or Dream Act due March 2
- Attend Job Fair/Career Expo. Day

SUMMER SEMESTER (YEAR 3)

Course	Title	Units
Total Units		3
Tasks		