



## Communication Skills for the Business

## Professional 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.

**FALL SEMESTER (YEAR 1)**

<b>Course</b>	<b>Title</b>	<b>Units</b>
<b>Total Units</b>		<b>6</b>

**Tasks:**

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

**SPRING SEMESTER (YEAR 1)**

<b>Course</b>	<b>Title</b>	<b>Units</b>
<b>Total Units</b>		<b>4- 6</b>

**Tasks:**

- Set up Jobspeaker
- Attend Career Exploration Day
- Apply for Certificate
- Complete the FAFSA or Dream Act by March 2
- Apply AHC Scholarship