

CAREER & TECHNICAL EDUCATION CERTIFICATE
BUSINESS: Business Technology

PROGRAM WORKSHEET AND GRADUATION REQUIREMENTS

Student Name _____ Advisor _____ Ext: _____

Aims # _____ Evaluator _____ Date: _____

<u>Course Number</u>	<u>Requirements</u>	<u>Required Credits</u>	<u>Term</u>	<u>Transfer Credits</u>	<u>Taken</u>	<u>Needs</u>
BTE 103	Keyboarding Applications II	3	_____	_____	_____	_____
BTE 108	Ten-Key by Touch	1	_____	_____	_____	_____
BTE 120	Electronic Office Procedures	3	_____	_____	_____	_____
BTE 129	Business Telecommunications I	.5	_____	_____	_____	_____
BTE 155	Word Processing Techniques I	3	_____	_____	_____	_____
BTE 156	Business Mathematics with Calculators	4	_____	_____	_____	_____
BTE 167	Business Editing Skills II	3	_____	_____	_____	_____
BTE 204	Keyboarding Applications III	3	_____	_____	_____	_____
BUS 217	Business Communication and Report Writing	3	_____	_____	_____	_____
BUS 236	Business Applications for Voice Recognition	1.5	_____	_____	_____	_____
CIS 145	Complete PC Database	3	_____	_____	_____	_____
PSY 100	Psychology of Workplace Relationships	3	_____	_____	_____	_____
Total		31				

Electives: Select 4 credits from the following courses (with business advisor approval)

BTE 102	Keyboarding Applications I	2	_____	_____	_____	_____
BTE 111	Keyboarding Speedbuilding I	2	_____	_____	_____	_____
BTE 130	Combined Bookkeeping Applications	2	_____	_____	_____	_____
BTE 131	Billing Systems	.75	_____	_____	_____	_____
BTE 157	Business Leadership Activities	1	_____	_____	_____	_____
BTE 166	Business Editing Skills	3	_____	_____	_____	_____
BTE 226	Machine Transcription	3	_____	_____	_____	_____
BTE 239	Billing Systems: PC Law	3	_____	_____	_____	_____
BTE 255	Word Processing Techniques II	3	_____	_____	_____	_____
BTE 275	Special Topics	1-6	_____	_____	_____	_____
BUS 111	Introduction to Business Presentation Software I	3	_____	_____	_____	_____
BUS 112	Introduction to Business Presentation Software II	3	_____	_____	_____	_____
BUS 115	Introduction to Business	3	_____	_____	_____	_____
BUS 221	Business Law	3	_____	_____	_____	_____
BUS 225	Telecommunications for E-Commerce	1	_____	_____	_____	_____
BUS 281	Internship: Administrative/Legal/Medical	2	_____	_____	_____	_____

TOTAL CREDITS FOR CERTIFICATE 35