



CAREER & TECHNICAL EDUCATION - CERTIFICATE

BUSINESS TECHNOLOGY - Advanced Office Specialist

PROGRAM WORKSHEET AND GRADUATION REQUIREMENTS

Student Name: _____ **Aims #:** _____ **Graduation Evaluator:** _____

Advisor: _____ **Ext:** _____ **Date:** _____

<u>Course Number</u>	<u>Certificate Requirements:</u>	<u>Required Credits</u>	<u>Term Completed</u>	<u>Transfer Credits</u>	<u>Transfer School</u>	<u>Needs</u>
BTE 155	Word Processing Techniques I	3	_____	_____	_____	_____
BTE 255	Word Processing Techniques II	3	_____	_____	_____	_____
BUS 111	Introduction to Business Presentations I	3	_____	_____	_____	_____
BUS 112	Introduction to Business Presentations II	3	_____	_____	_____	_____
CIS 145	Complete PC Database	3	_____	_____	_____	_____
CIS 155	PC Spreadsheet Concepts: Excel	3	_____	_____	_____	_____
TOTAL CREDITS FOR CERTIFICATE:		18				