



CAREER & TECHNICAL EDUCATION - CERTIFICATE

Business Technology

PROGRAM WORKSHEET AND GRADUATION REQUIREMENTS

Student Name: \_\_\_\_\_ Aims #: \_\_\_\_\_ Graduation Evaluator: \_\_\_\_\_

Advisor: \_\_\_\_\_ Ext: \_\_\_\_\_ Date: \_\_\_\_\_

Course Number	Certificate Requirements:	Required Credits	Term Completed	Transfer Credits	Transfer School	Needs
BTE 108	Ten-Key by Touch	1	_____	_____	_____	_____
BTE 125	Records Management	3	_____	_____	_____	_____
BTE 155	Word Processing Techniques I	3	_____	_____	_____	_____
BTE 225	Administrative Office Management	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 155	PC Spreadsheet Concepts: Excel	3	_____	_____	_____	_____
MAT 112	Financial Mathematics	3	_____	_____	_____	_____
PSY 100	Psychology of Workplace Relationships	3	_____	_____	_____	_____
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Select ONE from the following courses:

BUS 217	Bus Comm and Report Writing (Recommended)	3	_____	_____	_____	_____
ENG 121	English Composition I	3	_____	_____	_____	_____
ENG 122	English Composition II	3	_____	_____	_____	_____
ENG 131	Technical Writing I	3	_____	_____	_____	_____

TOTAL CREDITS FOR CERTIFICATE: 31