

Name: _____

ID: _____

Date: _____

Advisor Contact: _____

Major Requirements: 29 units

A grade of "C" or better is required in the following courses

| CERTIFICATE OF ACHIEVEMENT (F.2062.CA) | C-ID | Units | Completed | In Progress | Planned |
|--|------|-------|-----------|-------------|---------|
| BT 1, Computer Document Processing 1 | | 4 | | | |
| BT 2, Computer Document Processing 2 | | 3 | | | |
| BT 6, Records Management | | 3 | | | |
| BT 9, Computer Applications 1 | | 4 | | | |
| BT 11, Today's Office | | 3 | | | |
| BT 23, Job Search and Workplace Skills | | 3 | | | |
| BT 104, Ten-Key Calculations | | 2 | | | |
| BT 112, Business English | | 3 | | | |
| BT 115, Refresher Math | | 3 | | | |
| BT 122, Typing Skillbuilding | | 0.5 | | | |
| BT 123, Ten-Key Skillbuilding | | 0.5 | | | |

NOTES:

1. Training is designed to provide skills for employment in a variety of professional office environments. Students are required to earn grades of "C" or better in the Office Professional I courses.
2. Some of the above courses may have prerequisites. See the catalog or schedule of classes.
3. Courses may be offered once a year.
4. The *Certificate of Achievement* requires completion of the major (29 units) with a "C" or better grade in each course.
5. **This certificate program will be deleted from curriculum Spring 2020**