

Name: _____

ID: _____

Date: _____

Counselor Contact: _____

Major Requirements: 14 units

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

CERTIFICATE OF ACHIEVEMENT (F.2063.CA)	C-ID	Units	Completed	In Progress	Planned
BT 5, Workplace Communication		3			
BT 31, 21 st Century Workforce Skills		1.5			
BT 33, Social Media and Emerging Technologies in the Workplace		3			
BT 131, Applied Accounting		3.5			
BT 132, Customer Service in the One-Person Office		3			

Notes:

1. The One-Person Office certificate allows students to gain fundamental skills needed for entrepreneurs or individuals interested in running a small business.
2. The *Certificate of Achievement* requires completion of the major (14 units) with a "C" or better grade in each course.