



Name: _____

ID: _____

Date: _____

Advisor Contact: _____

Major Requirements: 23-24 units

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

CERTIFICATE OF ACHIEVEMENT (F.2243.CA)	C-ID	Units	Completed	In Progress	Planned
BT 1, Computer Document Processing I		4			
BT 23, Job Search & Workplace Skills		3			
BT 24, Beginning Excel OR		1			
CIT 31, Beginning Excel		1			
BT 104, Ten-Key Calculations		2			
BT 112, Business English		3			
BT 127, Microsoft Outlook and E-Mail		1			
BT 134, Exploration of Careers in Business OR		1			
BT 19, Work Experience (Cooperative), Occupational		2			
BT 143, Medical Office Vocabulary		1			
BT 144, Medical Administrative Assistant		2.5			
BT 147, Medical Management Software		2			
BT 148, Medical Insurance & Billing Concept		2.5			

Notes:

1. This Certificate of Achievement is designed to meet the training needs for qualified entry level employment.
2. The *Certificate of Achievement* requires completion of the major (23-24 units) with a “C” or better grade in each course.