

Name: _____ SID #: _____

CERTIFICATE MAJOR: BUSINESS – ENTRY-LEVEL OFFICE WORKER

(Certificate of Achievement)

CERTIFICATE REQUIREMENTS		Units	Other Colleges	Fa/Sp/Su and Year	Grade Earned
BUSC 109	Keyboarding for Computers	1			
BUSC 140	Computer Applications - MS Ofc Word	1			
BUSC 150	Computer Applications - MS Ofc Excel	1			
BUSC 160	Computer Applications - MS Ofc PowerPoint	1			
BUSI 64	Customer Service	3			
BUSI 70	Business Communication	3			
TOTAL CERTIFICATE UNITS		10			

		C
All units in the major in residence		
Completion of Major (Grade of "C" or better in each course)		

Counselor Signature: _____ Date: _____