

# Course Completion Checklist – Business Technology Certificate

Place a checkmark in the box next to each course you have completed. Once you have completed the form, please print and take it to your interview.

## CORE—Core Courses

ACCT1330	Accounting I	60
BTEC1013	Keyboarding	30
BTEC1022	Business Math	30
BTEC1132	Word Processing Apps I	60
BTEC1140	Spreadsheet Apps I	60
BTEC1172	Digital Applications	30
BTEC1409	Workplace Relations	60
BTEC1509	Job Seeking Skills	30
BTEC1522	Reference Manual	60
BTEC1527	Business Writing	60
BTEC2521	Business Leadership	60
BTEC2910	Integrated Project	60

**Total** \_\_\_\_\_

## ELECT—Elective Courses

(360 hours required)

ACCT1341	Accounting II	60
ACCT1350	Accounting III	60
ACCT2001	Financial Planning	60
ACCT2110	Intro to Entrepreneurship	60
ACCT2310	Computerized Accounting	60
ACCT2315	Accounting Online	60
ACCT2321	Payroll Accounting	60
BTEC1160	Electronic Presentations	60
BTEC2132	Word Processing II	60
BTEC2140	Spreadsheets II	60
BTEC2151	Intro to Adobe Suite	60
BTEC2202	Social Media in Business	60
BTEC2210	Sales & Marketing	60
BTEC2250	Public Relations Principles	60
BTEC2901	Business Special Apps	180
BTEC2999	Business Internship	120
MDTC1020	Graphic Design Apps I	90
MDTC2120	Web Design Authoring II	90
MDTC2330	Desktop Publishing Apps II	90

Specify: \_\_\_\_\_

**Total** \_\_\_\_\_