



<b>Curriculum Evaluation</b>		<b>Business Administrative Services</b>		
<i>Certificate of Program Completion (Catalog Year: 2018, Required Hours: 900)</i>				
<b>Core - Program Certificate(s) Available (570 hours required)</b>				
<i>Administrative Support (570 hours required)</i>		Hours	Modules	Prerequisite Course Number(s)
BTEC 0000	Business Orientation	0.00	1	
BTEC 1030	Operating Systems and Email Applications	30.00	6	
BTEC 1023	Business Calculations	60.00	1	
BTEC 1005	Keyboarding I	30.00	5	
BTEC 1134	Word Processing Applications I (MS Word 2016)	90.00	1	BTEC 1030
BTEC 1174	Email Applications (MS Outlook 2016)	90.00	1	BTEC 1134
BTEC 1603	Accounting for Non Accountants	60.00	1	BTEC 1023
BTEC 1510	Business English	90.00	9	BTEC 1030
BTEC 1565	Customer Service	60.00	11	BTEC 1510
WKSK 1400	Workplace Relations	60.00	12	
<b>Emphasis (330 hours required)</b>				
<i>Administrative Professional (330 hours required)</i>		Hours	Modules	Prerequisite Course Number(s)
BTEC 1520	Business Correspondence	90.00	7	BTEC 1510
BTEC 1530	Business Communications	90.00	10	BTEC 1510
BTEC 1164	Electronic Presentations (MS PowerPoint 2016)	60.00	1	BTEC 1030
BTEC 1144	Spreadsheet Applications I (MS Excel 2016)	90.00	1	BTEC 1030
BTEC 2134	Word Processing Applications II (MS Word 2016)	60.00	1	BTEC 1134
BTEC 1154	Database Applications (MS Access 2016)	90.00	1	BTEC 1030
BTEC 1184	Collaboration Applications (MS OneNote 2016)	30.00	1	BTEC 1030
BTEC 1690	Personal Finance	60.00	1	
BTEC 1006	Keyboarding II	30.00	4	BTEC 1005
BTEC 1007	Keyboarding III	30.00	3	BTEC 1006
BTEC 1060	Office Procedures	90.00	13	BTEC 1510
BTEC 1090	Google Drive	30.00	7	
WKSK 1500	Job Seeking Skills	30.00	6	
BTEC 2920	Business Externship	120.00	8	
<i>Accounting Clerk (330 hours required)</i>		Hours	Modules	Prerequisite Course Number(s)
BTEC 1144	Spreadsheet Applications I (MS Excel 2016)	90.00	1	BTEC 1030
BTEC 2144	Spreadsheet Applications II (MS Excel 2016)	60.00	1	BTEC 1144
BTEC 1154	Database Applications (MS Access 2016)	90.00	1	BTEC 1030
BTEC 1610	Accounting I	60.00	7	BTEC 1143
BTEC 1630	Accounting II	60.00	8	BTEC 1610
BTEC 1635	Accounting III	60.00	10	BTEC 1630

BTEC 1606	QuickBooks Pro	90.00	1	BTEC 1610
BTEC 1640	Understanding Financial Statements	45.00	5	BTEC 1610
BTEC 1662	Payroll	45.00	1	
BTEC 1690	Personal Finance	60.00	1	
WKSJ 1500	Job Seeking Skills	30.00	6	
BTEC 2920	Business Externship	120.00	8	