



<b>Curriculum Evaluation</b>		<b>Business Administrative Services</b>		
<i>Certificate of Program Completion (Catalog Year: 2019, Required Hours: 900)</i>				
<b>Core (570 hours required)</b>				
<i>Business Administrative Services (570 hours required)</i>		Hours	Modules	Prerequisite Course Number(s)
BTEC 0000	Business Administrative Services Orientation	0.00	1	
BTEC 1030	Operating Systems and Email Applications	30.00	6	
BTEC 1032	Spreadsheet Fundamentals	30.00	8	
BTEC 1023	Business Calculations	60.00	11	
BTEC 1005	Keyboarding I	30.00	5	
BTEC 1136	Word Processing I (MOS: Word 2016 Core)	90.00	1	BTEC 1030
BTEC 1176	Email Applications (MOS: Outlook 2016)	60.00	1	BTEC 1136
BTEC 1603	Accounting for Non Accountants	60.00	8	BTEC 1023
BTEC 1510	Business English	90.00	9	BTEC 1136
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 1530	Business Communications	90.00	10	BTEC 1510
BTEC 1166	Electronic Presentations (MOS: PowerPoint 2016)	60.00	1	BTEC 1030
BTEC 1146	Spreadsheet I (MOS: Excel 2016 Core)	60.00	1	BTEC 1032
BTEC 2136	Word Processing II (MOS Word 2016 Expert)	60.00	1	BTEC 1136
BTEC 1156	Database Applications (MOS Access 2016)	90.00	1	BTEC 1030
BTEC 1186	Digital Note Taking and Collaboration Applications (Microsoft OneNote)	30.00	1	BTEC 1030
BTEC 1690	Personal Finance	60.00	12	
BTEC 1006	Keyboarding II	30.00	4	BTEC 1005
BTEC 1007	Keyboarding III	30.00	3	BTEC 1006
BTEC 1060	Office Procedures	90.00	15	BTEC 1510
BTEC 1090	Google Drive	30.00	7	
WKSK 1500	Job Seeking Skills	30.00	6	
BTEC 2920	Business Administrative Services Externship	120.00	8	
<i>Accounting Clerk (330 hours required)</i>		Hours	Modules	Prerequisite Course Number(s)
BTEC 1146	Spreadsheet I (MOS: Excel 2016 Core)	60.00	1	BTEC 1032
BTEC 2146	Spreadsheet Applications II (MOS Excel 2016 Expert)	60.00	1	BTEC 1146
BTEC 1156	Database Applications (MOS Access 2016)	90.00	1	BTEC 1030
BTEC 1610	Accounting I	60.00	7	BTEC 1143, BTEC 1146
BTEC 1630	Accounting II	60.00	8	BTEC 1610
BTEC 1635	Accounting III	60.00	10	BTEC 1630

BTEC 1606	QuickBooks Pro	90.00	12	BTEC 1610
BTEC 1690	Personal Finance	60.00	12	
WKSJ 1500	Job Seeking Skills	30.00	6	
BTEC 2920	Business Administrative Services Externship	120.00	8	