2012-2013

Business Assistant Certificate Requirement Tracking Worksheet

The Business Department strongly recommends that courses and prerequisites be taken in the order listed on these worksheets. Taking courses out of sequence can cause difficulty with scheduling as you near the end of your program.

Name:		L#:				
CREDITS	CRN	TERM	YEAR	GRADE	COURSE	PREREQUISITES COMPLETED
					BT 112 Team Building Skills	_
					BT 120 MSWORD for Business	
					CS 120 Concepts of Computing: Information Processing	
					WR 121 Composition: Introduction to Academic Writing	
					BA 101 Introduction to Business	
					BT 123 MS EXCEL for Business	_
					BT 165 Introduction to the Accounting Cycle	_
					MTH 065 Elementary Algebra or higher	_
					BT 206 Co-op Ed: Business Seminar	_
					BA 206 Management Fundamentals	_
					BA 214 Business Communications	_
					BA 281 Personal Finance	_
					BT 163 QuickBooks	_
					BT 144 Administrative Procedures	_
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