

Name: \_\_\_\_\_

ID: \_\_\_\_\_

Date: \_\_\_\_\_

Counselor Contact: \_\_\_\_\_

**Major Requirements: 14 units**

**A grade of “C” or better is required in the following courses**

<b>CERTIFICATE OF ACHIEVEMENT (F.2063.CA)</b>	<b>C-ID</b>	<b>Units</b>	<b>Completed</b>	<b>In Progress</b>	<b>Planned</b>
BT 5, Workplace Communication		3			
BT 31, 21 <sup>st</sup> Century Workforce Skills		1.5			
BT 33, Social Media and Emerging Technologies in the Workplace		3			
BT 131, Applied Accounting		3.5			
BT 132, Customer Service in the One-Person Office		3			

**Notes:**

1. The One-Person Office certificate allows students to gain fundamental skills needed for entrepreneurs or individuals interested in running a small business.
2. The *Certificate of Achievement* requires completion of the major (14 units) with a “C” or better grade in each course.