



**BUSINESS OFFICE PATHWAY**  
 Checklist  
 Revised 2/11/2020



To earn a certificate of completion in the Business Office Pathway, you will need to fulfill the following pathway requirements:

Pathway Requirements	Completed (Record Date Completed)
<b>Core Requirements</b>	
Keyboarding/Basic Computer Skills	
Computer Business Applications (at least 15 WPM required to enroll)	
Office Occupations (at least 15 WPM required to enroll)	
Work Experience	
Demonstrated ability to type <b>35 or more</b> WPM	Attach 3 consecutive test scores done during the last month.
<b>At Least One Resume Builder:</b>	
<ul style="list-style-type: none"> <li>• Intro to Business and Finance</li> <li>• Entrepreneurship</li> <li>• Financial Algebra</li> <li>• Customer Service</li> <li>• Translator-Interpreter</li> <li>• Medical Insurance Billing &amp; Coding</li> <li>• Digital Photography <u>OR</u> Digital Media</li> </ul>	
<b>Recommended for ESL Students</b>	
Oral Communications or Customer Service	

When you have completed all requirements for your certificate, please turn this form in to the Administration Office. Please allow three weeks for processing. The office staff will contact you to give you the status and let you know when you can receive your certificate.

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_

<i>Date Received:</i>	<i>Approved By:</i>	<i>Date Approved:</i>	<i>Scheduled Award Date:</i>

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