



**CLERK TYPIST
CERTIFICATE CHECKLIST**
2008, 2009, 2010 Catalog

NAME: _____ STUDENT ID#: _____

For Office Use Only

First Check: _____ Second Check: _____

Lacking: _____ Lacking: _____

GPA: _____ GPA: _____

Hours: _____ Hours: _____

		YES	NO
BOTK 1520 (Business Math)	3 Credits	<input type="checkbox"/>	<input type="checkbox"/>
BOTK 1555 (Basic Office Skills)	3 Credits	<input type="checkbox"/>	<input type="checkbox"/>
BOTK 1640 (Keyboarding Apps I)	3 Credits	<input type="checkbox"/>	<input type="checkbox"/>
BOTK 1650 (Keyboarding Apps II)	3 Credits	<input type="checkbox"/>	<input type="checkbox"/>
BOTK 1900 (Machine Transcription)	3 Credits	<input type="checkbox"/>	<input type="checkbox"/>
BOTK 2750 (Records Management)	3 Credits	<input type="checkbox"/>	<input type="checkbox"/>
CMAP 1705 (Word Processing)	3 Credits	<input type="checkbox"/>	<input type="checkbox"/>
COSC 1200 (Computer Information Systems)	3 Credits	<input type="checkbox"/>	<input type="checkbox"/>
ENGL 1010 (English Composition I)	3 Credits	<input type="checkbox"/>	<input type="checkbox"/>
ENGL 2010 (Technical Writing)	3 Credits	<input type="checkbox"/>	<input type="checkbox"/>

TOTAL CREDIT HOURS NEEDED: 30

Advisor's Signature Date

Student's Signature Date