

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

Pathway Requirements	Completed (Record Date Completed)
Core Requirements	
• Keyboarding/Basic Computer Skills	
• Computer Business Applications (at least 15 WPM required to enroll)	

(5-minute test) to type <u>35 or more</u> WPM	Attach 3 consecutive test scores done during the last month.		
Work Experience			
• Completion of Externship (40 hours) • Resume • Externship Journal • Externship Time Log • Typing Certificate • Copy of EDJOIN account • Interview Workshop			

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.