CTEC: BUSINESS & COMPUTER EDUCATION
CONTACT: CTEC, NORTH YARD

The Business and Computer Education Program from CTEC offers a pathway to learn both general and specialized knowledge and skills in industry recognized career clusters. By first obtaining a strong understanding of the modern business world and modern business technology, students study to earn certificates in their specialized area of interest.

CAREER and TECHNICAL
EDUCATION CENTER

What classes do I take to earn a certificate?

To earn your Business and Computer Education certificate from CTEC you must complete all six foundation classes listed below in addition to the two or three foundation classes listed under the Career Focus of your choice.

Can I earn multiple Certificates?

Once you've completed the Foundation Classes, you can earn several Business and Computer Education Certificates simply by adding classes from the other Career Focuses.

For example, if you earn a Hospitality & Tourism certificate by completing all six Foundation Courses along with START 1 and 2, you can earn another certificate in Information Technology by completing Technology for Business 1 and 2. **You do not need to retake the foundation classes when earning additional certificates.**

Foundation Classes
These 6 classes are required for any CTEC Business & Computer Education Certificate:

- **Career Awareness**
- **Personal Finance**
- **Typing/Keyboarding**
- **Computer Fundamentals**
- **Business Communications**
- **Computation for Business**