

CERTIFICATE OF PROFICIENCY BUSINESS OPERATIONS

Date: _____

Student Name		Student ID	Advisor			
						AY2021-22
Possible Prerequisites			Semester	Hours	Grade	ACTS
ENG	0051	Writing Seminar		NC		
ENG	0053	English Fundamentals		NC		
MATH	0021	Foundations of Math Reasoning		NC		
MATH	0083	Math Fundamentals		NC		
First Semester 15 credit hours			Semester	Hours	Grade	ACTS
BSYS	2413	Administrative Technology		3		
ENG	1203	Workplace Essentials or higher-level English		3		ENGL2023
MATH	1013	Mathematical Applications or higher-level Math		3		MATH1003
MIS	1033	Introduction to Computers		3		
MKTG	1013	Introduction to Business		3		BUSI1013
			Total Credit Ho	urs: 15	•	•
Minimum I	Required C	redit Hours (15)				
	•	•				
Expected G	raduation D	Pate:				
		····	_			
Student Signature:			Date:			
						

Advisor Signature:

52.0408/4475 Revision Date: 11/04/2022