

The certificate of proficiency and the technical certificate programs give the student the opportunity to earn certificates while completing steps toward an Associate of Applied Science degree.



CERTIFICATE OF PROFICIENCY BASIC BUSINESS MANAGEMENT & SUPERVISION

Cip Code: 52.0201; Degree Code: 1645

Student Name _____ Student ID _____ Advisor _____

AY2025-2026

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 17 credit hours			Semester	Hours	Grade	ACTS
BSYS	2563	Business Communications		3		BUSI2013
LDR	1111	Leadership Development 1		1		
MATH	1083	Quantitative Literacy		3		MATH1113
MGMT	2043	Supervisory Management		3		
MIS	1503	Microcomputer Applications		3		
MKTG	1013	Introduction to Business		3		BUS1013
UNIV	1001	College & Life Skills		1		

Minimum Required Credit Hours (17)

Expected Graduation Date: _____

Student Signature: _____

Date: _____

Advisor Signature: _____

Date: _____