



Business Technology Specialist (Certificate of Proficiency) – 30121
 2 Semester Program
 2022-2023 Recommended Course Sequencing

		Course	Requirement Filled	Cr	Notes
1 st Semester	FALL	AIS 118 Electronic Keyboarding	Core Curriculum	3	Fall & Spring-Online & Face to Face; Recommend AIS 117 first
		AIS 214 The Office Professional	Core Curriculum	3	Fall-Online
		AIS 237 Word Processing Applications	Core Curriculum	3	Fall-Online
		BUA 259 Business Communications	Core Curriculum	3	Fall & Spring-Online & Face to Face
		CMP 101 Intro to Computers OR CMP 103 Intro to Computer Based Systems	Core Curriculum	3	Fall & Spring-Online & Face to Face Fall & Spring-Online & Face to Face
Total Hours			15		

2 nd Semester	SPRING	AIS 238 Advanced Office Application	Core Curriculum	3	Spring-Online
		Total Hours		3	

Total Hours 18			
Total Curriculum Requirements (Core) 18	Total Related Curriculum 0	Total General Education 0	Total Elective 0

Notes: The foregoing is a recommended, or suggested, sequence of courses. Of course, if a student enters the program in the spring, or transfers credit in, the above would have to be modified.

This certificate dictates specific courses that must be taken as part to meet the General Education requirements. Consult your catalog. All courses must be completed with a grade of "C" or better--Be sure to check the catalog for other changes and requirements.