



Business Technology Specialist (Certificate of Proficiency) – 30121
 2 Semester Program
 2020-2021 Recommended Course Sequencing

		Course	Requirement Filled	Cr	Notes
1 st Semester FALL		AIS 214 The Office Professional	Core Curriculum	3	Fall & Spring-Online
		AIS 237 Word Processing Applications	Core Curriculum	3	Fall-Online
		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		9	

2 nd Semester SPRING		AIS 118 Electronic Keyboarding	Core Curriculum	3	Fall & Spring-Online & Face to Face;
		AIS 238 Advanced Office Application	Core Curriculum	3	Spring-Online
		ENG 101 Written Communication I	General Education	3	Fall & Spring-Online & Face to Face
		Total Hours		9	

Total Hours 18			
Total Curriculum Requirements (Core) 15	Total Related Curriculum 0	Total General Education 3	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.