BUSINESS TECHNOLOGY SPECIALIST CERTIFICATE 30121

Course	Requirement Field	Credits	Notes
Fall - 1st Semester			
AIS 118 Electronic Keyboarding II	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
Total Hours		**15**	

Course	Requirement Field	Credits	Notes
Spring - 2nd Semester			
AIS 238 Advanced Office Applications	Core Curriculum	3	Spring-Online
Total Hours		**3**	

Total Hours	**18**
Total Curriculum Requirements (Core)	18

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.**