

Certificate of Proficiency Business Technology

All first-time, full-time students must enroll in either Student Opportunities Seminar (SOS) OR Principles of Collegiate Success (PCS) as determined by entrance exam scores.

Semester 1 (Fall)			
Course	Credits	Prerequisite ("C" or Better)	Milestone/Notes
DATA 1123 Fundamentals of Information Technology (FIT)	3	Keyboarding exam or GBUS1103 recommended	
DATA 1213 Word Processing	3	Placement score or Keyboarding	"C" or better; Fall Only
BOIS 1003 Introduction to Business	3		Fall Only
Hours	9		
<i>Students should apply for Certificate of Proficiency in Business Technology – Total Hours 9</i>			