

Certificate of Proficiency - Level One

CERT1.BIST
CERT1.BIST.27
Fall 2008 - Spring 2009

Applied Business Technology
College of Applied Technology and General Studies
UTB-TSC

Student _____ ID# _____ Date _____

E-mail _____ Signature _____

Academic or Faculty Advisor _____ Date _____

FIRST SEMESTER

		HRS	GR	SEM
COSC 1310	Computer Literacy	3		
IMED 1416	Web Design I	4		
ITSC 1421	Intermediate PC Operating Systems	4		
ITSC 1425	Personal Computer Hardware	4		

SECOND SEMESTER

POFI 2340	Advanced Word Processing	3		
ITSW 1304	Introduction to Spreadsheets	3		
ITSW 1307	Introduction to Database	3		
ITSW 1310	Introduction to Presentation Graphics Software	3		

THIRD SEMESTER

POFT 2331	Administrative Systems (Capstone)	3	†	
TOTAL CREDIT HOURS FOR GRADUATION		30		

Please review the requirements listed on this page. Once you have read them, please show your agreement by completing the signature portion at the top.

This degree is active for six(6) years from the Catalog year above. Non-completion may require updating to an active degree. Developmental courses may be recommended based on test scores. All students must comply with Texas Success Initiatives (TSI) requirements.

† Grade of "C" or better is required for graduation.

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