



Certificate of Proficiency: Business (BUS.CP D-H-S)

Name		Student ID		Phone	
Address		Major		Email	
Group I	English / Fine Arts – None Required				
Group II	Social Science – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI (ACTS)	Required Courses – 15 Hours			Semester	Grade
BAN 103	Introduction to Accounting				
BAN 113 (BUSI 1013)	Introduction to Business				
CT 113 (CPSI 1003)	Computer Information Systems				
OT 133 (BUSI 1103)	Keyboarding/Document Processing				
	Business Elective - 3 Hours				
Program/Graduation Requirements					
Total Program Hours	15 Hours		Deficiencies:		
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean/Chair (Signature)		

(ACTS #)