



Certificate of Proficiency: Business

Name		Student ID		Phone	
Address				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
BUSI 10353	Introduction to Accounting				
BUSI 10103 (BUSI 1013)	Introduction to Business				
CPSI 10103 (CPSI 1003)	Computer Information Systems				
BUSI 11003 (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 (Signature)		

(ACTS #)