

Student Name _____

SSN _____

Advisor _____
2009-2010

ARKANSAS STATE UNIVERSITY – NEWPORT
CERTIFICATE OF PROFICIENCY – BUSINESS OFFICE OCCUPATIONS

CORE CURRICULUM (12 credit hours)

Requirements: (12 hours)

			Hours	Semester	Grade	Transfer
						(univ., year)
BSYS	2413	Word Processing	_____	_____	_____	_____
BSYS	2503	Business Office Skills	_____	_____	_____	_____
BSYS	2553	Business Machines	_____	_____	_____	_____
MIS	1033	Introduction to Computers	_____	_____	_____	_____

Total Credit Hours: _____

Minimum Required Credit Hours (12)

Comments:

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Certificate Completed: _____