

**Certificate of Proficiency  
in Office Technology  
Catalog 2011-2012**

**Student Name:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_

				Taken at PTC	Complete	Incomplete
<b>English - 3 Credit Hours</b>						
	ENGL	1311	English Composition I			
	MATH	1301	College Business Mathematics			
<b>Business and Related Courses – 15 Credit Hours</b>						
	BUS	1233	Document Processing			
	BUS	1113	Business Machines/Math Applications			
	BUS	1513	Introduction to Word Processing/Microsoft® Word			
	CIS	1103	Computer Concepts			