

# INSURANCE SERVICES CERTIFICATE OF PROFICIENCY

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Certificates of Proficiency are designed for the student who needs to be prepared to enter an entry-level job. A department-issued certificate may be awarded upon successful completion of a prescribed course of study. This certificate will not appear on a student's transcript.

The Insurance Services Certificate of Proficiency provides students with the skills necessary to gain employment in a variety of insurance office environments. Students may choose to begin a career or update existing skills. Students successfully completing the certificate will be qualified for mid-level positions at both the company and agency level.

**Note: All courses must be completed with a letter grade of "C" or higher or "Pass."**

Code	Title	Units
BUS-233	Personal Insurance	3
BUS-234	Commercial Insurance	3
BUS-235	Delivering Insurance Services	3
Total Units		9