



Business Computer Applications

Certificate (42 SCH*)

*Semester Credit Hour

7/2023

First Semester - 15 SCH

ITSC 1309 - Integrated Software Applications I
ITSW 1304 - Introduction to Spreadsheets
ITSC 1305 - Introduction to PC Operating Systems
POFT 1321 - Business Math
ACNT 1303 - Introduction to Accounting I

Second Semester - 15 SCH

ITSW 1307 - Introduction to Database
ITSC 1321 - Intermediate PC Operating Systems
IMED 1316 - Web Design I
ACNT 1311 - Introduction to Computerized Accounting
ITSW 2334 - Advanced Spreadsheets

Third Semester - 12 SCH

ITSW 1310 - Introduction to Presentation Graphics Software
POFT 2312 - Business Correspondence & Communication
POFT 1313 - Professional Workforce Preparation*
ITSC 2321 - Integrated Software Applications II

*ITSC 2386: Internship - Computer and Information Sciences, General may be substituted with approval.

Marketable Skills

- Locate and correct data entry errors, or report them to supervisors.
- Compile, sort, and verify the accuracy of data before it is entered.
- Compare data with source documents, or re-enter data in verification format to detect errors.
- Store completed documents in appropriate locations.
- Select materials needed to complete work assignments.

Program Outcomes

- Utilize industry standard application software to produce personal, business, and academic reports and presentations.
- Demonstrate knowledge of computer industry terminology and jargon.

High School Endorsements

Business and Industry

Expected Salary

Texas wage data: workers on average earn \$33,250; 10% of workers earn \$21,840 or less; 10% of workers earn \$44,760 or more.

Additional Educational Opportunities

Students may continue their education through a BAAS degree.

Career Opportunities

Data Processing Analysts; Office Manager; Desktop Support Technician; Office Assistant; Database Administrator; Administrative Assistant.