



Business Computer Applications

Certificate (42 SCH*)

*Semester Credit Hour 8/2020

First Semester - 15 SCH

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

Second Semester - 15 SCH

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

Third Semester - 12 SCH

ITSC 1364 – Practicum - Computer and Information Sciences, General
ITSC 2321 - Integrated Software Applications II
ITSW 1310 - Introduction to Presentation Graphics Software
POFT 2312 - Business Correspondence & Communication

Marketable Skills

- Computer Skills
- Problem Solving
- Critical Reasoning
- Communication
- Analytical Skills

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

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.