



Business Computer Applications

Certificate (43 SCH*)

*Semester Credit Hour

5/2024

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 - Introduction to Database
ITSW 1310 - Introduction to Presentation Graphics Software

Third Semester - 13 SCH

ITSW 2334 - Advanced Spreadsheets
POFT 2312 - Business Correspondence & Communication
ITSW 1401 - Introduction to Word Processing
POFT 1313 - Professional Workforce Preparation*

*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.