

BUSINESS ADMINISTRATIVE TECHNOLOGY (CONT'D)

COMPUTERS IN BUSINESS CERTIFICATE

Program Code: T.CIB.CER

Certificate

Graduation requirement — 6 semester hours

The Computers in Business certificate introduces the student to the computer, providing keyboarding skills, file management, and introduces Microsoft Office, Word, PowerPoint, Outlook, and Google Applications, preparing the student for entry to Business Administrative Technology Program or the skills necessary for any college major.

Required Program Courses (6 hours)		Cr. Hrs.
CTC 110	Beginning Computers.....	3
OR		
the following courses in combination		
CTC 132	Computer Basics	1
CTC 171	Word Processing Applications.....	1
CTC 193	Windows	1
CTC 119	Microsoft Outlook.....	1
CTC 130	Basic Keyboarding	1
CTC 157	Google Applications	1
<i>Total Semester Credit Hours</i>		<u>6</u>

Suggested Course Sequence

FALL

1st semester

CTC 110 (or CTC 132, 171, & 193)

CTC 119

CTC 130

CTC 157