

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.