Business Software Tools, COA

[BUSSCOA; CIP Code 11.0201]

ACBSP ACCREDITED

Certificate of Achievement

This certificate program is designed to strengthen students' business software application skills that are utilized in most work environments in today's organizations. A Certificate of Achievement also allows working professionals the opportunity to obtain additional knowledge and skills while earning college credits.

Program Contact

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FIRST YEAR — Fall Semester

☐	CISM 101 Introduction to Computers	4
☐	CISM 119 Spreadsheets – Excel	4
☐	CISM 210 Relational Databases	4
☐	ACCT 207 Accounting Information Systems *or* CISM ____ CISM Elective	3
☐	BUSN 105 Personal and Professional Branding	1
		16

TOTAL MINIMUM CREDITS: 16

Program Notes

The Certificate of Achievement (COA) must be 12-29 credits. To be eligible for financial aid, it must be a minimum of 15 credits.

This certificate of achievement stacks into the Computer Information Systems, A.S. program.

✦Are you ready to get started at RCSJ? Visit ***RCSJ.edu/Enroll*** and complete the interest form.✦