

Rowan College of South Jersey
**Business Software Tools
Certificate of Achievement (COA)
Program Requirements**

The goal of this Certificate of Achievement (COA) is to strengthen the business software application skills that are utilized in most work environments. The Certificate of Achievement series also allows working professionals the opportunity to obtain additional knowledge and skills while earning college credits.

Required Core Courses (Revised)

Core Courses

CIS 102	Introduction to Computers	4
CIS 120	Spreadsheets – EXCEL	4
CIS 210	Relational Databases	4
BUS 207 or	Accounting Information Systems or	3
CIS xxx	CIS elective	
BUS 104	Personal & Professional Branding	1
<u>TOTAL CREDITS:</u>		16