



[BUSSCOA; CIP Code 11.0201]

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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Business Software Tools, COA

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

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](https://rcsj.edu/Enroll)
and complete the interest form. ✦