Business Technology
Certificate of Completion

Required Courses: 18 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
BUS 121	Business Mathematics	3	Spring
BUS 261	Business Communication	3	Spring
CIS 100	Computer Concepts and Applications	3	Fall/Spring/Summer
CIS 126	Microsoft PowerPoint	3	Fall/Spring
CIS 130	Microsoft Excel	3	Fall/Spring
CIS 175	Microsoft Word	3	Fall/Spring
	Total:	18	