

COURSE SELECTION GUIDE

**BUSINESS ADMINISTRATION:
Microcomputer Applications Specialist
Certificate**

NAME _____

BANNER ID NO. _____

ADDRESS _____

PROGRAM ENTRY DATE _____

ADVISOR _____

PLACEMENT ASSESSMENT:

DS091 _____ DS095 _____ DS010 _____ DS011 _____
DS050 _____ DS099 _____ EN100R _____

PROGRAM REQUIREMENTS

SEMESTER TAKEN	GRADE		CREDITS
_____	_____	BOT102 KEYBOARDING I	3
_____	_____	CS105 INTRODUCTION TO COMPUTER APPLICATIONS	4
_____	_____	CS120 OPERATING SYSTEMS	3
_____	_____	BOT218 WORD PROCESSING SOFTWARE PACKAGES	3
_____	_____	CS203 INTRODUCTION TO SPREADSHEETS	3
_____	_____	CS205 DATABASE MANAGEMENT	3
		TOTAL	19

Think about a second certificate in Microcomputer Repair Technician or think about transferring these courses to an associate degree in Business Administration: Data Processing (new title: Computer Information Systems).

5/17/99

FALL 2001