BUSINESS – BUSINESS TECHNOLOGY

The Business Technology Certificate of Training program is designed for students who seek the core business technology skills to incorporate technology into a small business. This program is designed for students who want to add technology abilities to their current skill set without the additional coursework of a broader education.

For further studies consider the Business Administration Associate degree with an emphasis in Business Technology or a Computer Science and Information Systems degree.

Students planning to transfer to a university to earn a bachelor's degree should consider the Associate in Science in Business Administration for Transfer (Business Administration AS-T) degree or the appropriate CSIS transfer program.

Learning Outcomes: Upon successful completion of the program, students will be able to:

- Display a fundamental understanding of tools available for Web development and utilize web based technologies and resources for business requirements.
- Utilize a computerized accounting system within a small business environment.
- Understand computing fundamentals ranging from applications, to hardware, to networking appropriate to the needs of a small business.

Certificate of Training

Certificate Requirements	Units
Select 15 units from the following:	**15**
BUSI 126A Google Drive: Introduction to Word Processing (.5)	
BUSI 54 Introduction to E-Commerce (3)	
BUSI 120B Computerized Accounting – QuickBooks (3)	
or BUSC 155 QuickBooks 2013 (1)	
CSIS 1 Computer Information Systems (3)	
CSIS 50 MS Office Applications (2)	
& CSIS 50L MS Office Applications Lab (2)	
CSIS 75 Introduction to Computer Hardware/A+ Prep (4)	
CSIS 76A Networking Fundamentals (4)	
CSIS 86 Network Security Fundamentals/Security+ Prep (4)	
TOTAL CERTIFICATE OF TRAINING UNITS	**15**