



## BUSINESS TECHNOLOGY CERTIFICATE 2009-2010

### General Information:

1. Certificate programs provide career skills to enable students to enter the job market after graduation, retrain in a new career, or upgrade employment skills. Occupational courses are designed to meet these needs instead of transferring to four-year institutions; however, four-year institutions may accept some courses. Check with your college of transfer intent for more info.
2. By completing some general education requirements, most certificate programs lead to an AAS Degree. Consult the website or a CCA advisor for more info.
3. You must apply for graduation on the website or at Enrollment Services prior to your final semester.

### CERTIFICATE INFORMATION

This is certificate allows students who are unemployed i.e. Arapahoe Douglas Works clients, who have a degree seek additional skills needed to re-enter the job market and complete a certificate to add to their portfolio.

### Certificate Requirements - 23 credits. Take all of the following:

CIS 110 Introduction to the PC	1 cr.
CIS 115 Intro to Comp Info. Systems	3 cr.
CIS 118 Introduction to PC Applications	3 cr.
CIS 161 Presentation Graphics I	1 cr.
CIS 128 Windows Complete	3 cr.
BUS 217 Business Communications & Report Writing	3 cr.
BUS 115 Introduction to Business	3 cr.
MAN 226 Principles of Management	3 cr.
MAR 160 Customer Service	1 cr.

### Choose 2 courses from the following list:

COM 260 Listening at Work	1 cr.
COM 262 Communicating with Impossible People	1 cr.
COM 263 Conflict Resolution	1 cr.
COM 266 Decision Making	1 cr.
COM 267 Team Work	1 cr.

### Certificate Electives - 9 Credits. Choose a minimum of 9 credits:

CIS 129 Advanced Windows	3 cr.
CIS 135 Completed PC Word Processing	3 cr.
CIS 145 Completed PC Database (Access)	3 cr.
CIS 155 PC Spreadsheet (Excel)	3 cr.
CIS 165 Complete Presentation Graphics (PP)	3 cr.
CIS 218 Advanced PC Applications	3 cr.
CIS 162 Advanced Presentation Graphics	1 cr.
CWB 163 Introduction to HTML	3 cr.
CWB 205 Web Scripting	3 cr.
CNG 101 Intro to Networking	3 cr.
CNG 160 Telecommunications	3 cr.
CNG 121 Computer Technician I-A+	3 cr.
CNG 122 Computer Technician II-A+	3 cr.
CSC 116 Logic and Program Design	3 cr.
CSC 154 Visual Basic.Net Programming	3 cr.
ACC 101 Fundamentals of Accounting	3 cr.
ACC 121 Principles of Accounting I	4 cr.
BUS 216 Legal Environment I	3 cr.
MAN 116 Principles of Supervision	3 cr.
MAN 200 Human Resources Management I	3 cr.
MAR 216 Principles of Marketing	3 cr.

\_\_\_\_\_ Total Certificate Requirements -23 credits

\_\_\_\_\_ Certificate Electives – 9 credits

\_\_\_\_\_ Total Required – 32 credits

### Recommended Progression:

#### First Semester:

CIS 128 Windows Complete	3 cr.
BUS 217 Business Communications and Report Writing	3 cr.
COM 260, 262, 263, 266, 267	1 cr.
BUS 115 Introduction to Business	3 cr.

#### Recommended Progression:

#### Second Semester:

CIS 110 Introduction to the PC	3 cr.
CIS 115 Intro to Comp Info. Systems	1 cr.
CIS 118 Introduction PC Application	3 cr.
CIS 163 Presentation Graphics Is	1 cr.
MAR 160 Customer Service	1 cr.
COM 260, 262, 263, 266, 267	1 cr.
MAN 226 Principles of Management	3 cr.

#### Recommended Progression:

#### Third Semester and Fourth Semester (All Electives):


Last Updated: 4/09