

**ROWAN COLLEGE OF SOUTH JERSEY**

**Business Software Tools**

**Certificate of Achievement (COA)**

**Program Requirements**

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.

**Required Core Courses**

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CS 113	Introduction to Computers	4
CS 119	Spreadsheets – EXCEL	4
CS 211	Relational Databases	4
AC 207	Accounting Information Systems <b>or</b>	3
CS ____	CS Elective	
BU 123	Personal & Professional Branding	1

**TOTAL CREDITS: 16**