



Business Software Tools, COA

[COA-CABT; CIP Code 11.0201]

Certificate of Achievement



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.

Program Contact

Irena Skot, Assistant Professor
Coordinator, Computer Information Systems
iskot@rcsj.edu

- | | |
|--|---|
| <input type="checkbox"/> CIS 102 Introduction to Computers | 4 |
| <input type="checkbox"/> CIS 120 Spreadsheets – EXCEL | 4 |
| <input type="checkbox"/> CIS 210 Relational Databases | 4 |
| <input type="checkbox"/> BUS 207 Accounting Information Systems or
CIS ___ CIS elective | 3 |
| <input type="checkbox"/> BUS 104 Personal and Professional Branding | 1 |

TOTAL CREDITS: 16

*This certificate of achievement stacks into the
Computer Information Systems, A.S. program.*

✦ Are you ready to get started at RCSJ? ✦
Visit [RCSJ.edu/Enroll](https://www.rcsj.edu/enroll) and complete the interest form. ✦