

BUSINESS TECHNOLOGIES – BUSINESS COMPUTER SHORT CERTIFICATE		
COURSE NUMBER	COURSE NAME	CREDIT HOURS
CIS113	Spreadsheet Software Application	3
CIS146	Microcomputer Applications	3
CIS208	Web Authoring Software	3
OAD103	Intermediate Keyboarding	3
OAD104	Advanced Keyboarding	3
OAD125	Word Processing	3
	TOTAL	18