

# Fort Scott Community College

## Certificate Requirements

# Business Computers

Business certificate programs prepare students to enter the job market in a variety of general and specialized careers. Classroom instruction and actual work experience blend the academic and the practical to prepare individuals for challenging business-related work opportunities.

Students in the Business Computer Certificate program must take the following courses:

COM 2813	Spreadsheet Applications .....	3	
COM 1033	Microcomputer Applications I .....	3	
COM 1043	Microcomputer Applications II .....	3	
SEC 1023	Keyboarding II .....	3	
SEC 2283	Word Processing I .....	3	
SEC 2293	Word Processing II .....	3	
COM 1013	Personal Computing .....	3	
BUS 1013	Principles of Accounting or		
BUS 2013	Financial Accounting .....	3	
BUS 2273	Automated Accounting .....	3	
MAT 2763	Business Math or		
MAT 1073	Intermediate Algebra .....	3	
SEC 2313	Business Communications .....	3	
BUS 1213	Employee Human Relations .....	3	
	Business Elective .....	3	
<b>Total Hours</b>	.....		<b>39</b>

Students who plan to transfer to a four-year school must compare the general education & specialized courses

### Suggested Curriculum:

FIRST SEMESTER		
SEC 2283	Word Processing I .....	3
SEC 1023	Keyboarding II .....	3
BUS 1013	Principles of Accounting .....	3
MAT 2763	Business Math .....	3
<b>Total Hours</b>	.....	<b>12</b>
SECOND SEMESTER		
SEC 2293	Word Processing II .....	3
SEC 2313	Business Communications .....	3
BUS 2273	Automated Accounting .....	3
COM 1033	Microcomputer Applications I .....	3
COM 2813	Spreadsheet Applications .....	3
<b>Total Hours</b>	.....	<b>15</b>

THIRD SEMESTER		
SEC 1213	Employee Human Relations .....	3
COM 1043	Microcomputer Applications II .....	3
COM 1013	Personal Computing .....	3
	Business Elective .....	3
<b>Total Hours</b>	.....	<b>12</b>