



# Certificate of Achievement

## BUSINESS ADMINISTRATION: BUSINESS and TECHNOLOGY SKILLS



### WHAT IS BUSINESS AND TECHNOLOGY SKILLS

Effective businesses understand business methods and how to integrate strategy with technology to move their organizations forward. These courses enhance knowledge of both business and technology.

Required Courses:	
BUS 1	
Introduction to Business	3
BUS 5	
Business Law I	3
BUS 38	
Business Computations	3
CAOT 82	
Microcomputer Software Survey in the Office	3
CAOT 85	
Microcomputer Office Applications: Spreadsheet	3
COOP ED	
Cooperative Work Experience Education	2
<b>TOTAL UNITS</b>	<b>17</b>

### CAREER OPPORTUNITIES:

- Computer Systems Analyst
- Bookkeeper
- Web Developer
- Database Administrator
- Computer Programmer
- Computer System Administrator
- Computer Support Specialist

### What You'll Do

- Create, maintain, and fix the software and hardware used to manage information
- Develop computer programs and email clients
- Set up computer networks, maintain corporate servers
- Build websites
- Can diagnose and fix broken computers.
- Ensure the computer network and software program is free of glitches