

Computer Applications in Business Practitioner

Diploma

(Code: EVCBP)

Students learn computer and technical skills required of today's workers. May take the program completely online or opt for classroom training. Learn to solve business problems utilizing computer software, manage data to make data-driven decisions, and prepare statistical reports, spreadsheets, presentations, publications, web pages, and information requests.

General Education	Credit Hours
CSC118 Computer Systems & Applications	3
ENG105 Composition I	3
or	
ENG111 Technical Writing	(3)
Total	6
Program Requirements	
ADM112 Keyboarding	3
or	
ADM116 Keyboarding II	(3)
ADM161 Office Management	3
or	
MGT130 Principles of Supervision	(3)
BCA134 Word Processing	3
BCA152 Comprehensive Spreadsheets	3
BCA178 Presentation Software	3
CSC119 Computer Systems & Applications II	3
CSC120 Computer Systems & Applications III	3
Total	21
Electives (must select 9 credit hours)	
ACC111 Introduction to Accounting	3
ACC121 Principles of Accounting I	3
ACC311 Computer Accounting	3
ADM154 Business Communications	3
BCA768 Adobe for Business	3
BUS291 Employment Portfolio & Career Development	2
CIS207 Fundamentals of Web Programming	3
GRA140 Digital Imaging	3
NET123 Computer Hardware Basics	4
Total	9
Total Required Hours	36